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ABSTRACT

The master contract between the San Joaquin Delta College Teachers Association/CTA/NEA and the Board of Trustees of the San Joaquin Delta Community College District for July 1977 to June 1980 is presented in full. Thirty articles include: Agreement, Recognition, Definitions, Negotiation Procedures, Non-Discrimination, Association Rights, Professional Dues Or Fees And Payroll Deductions, Dispute Settlement Procedures, Leaves, Employee Benefits, Working Conditions, Personnel Files, College Calendar, Holidays, Transfers, Evaluation of Faculty, Workload, Salaries, Extended Day Compensation, Extra Duty Pay, Substituting, Travel, Reduced Service Partial Retirement Plan, Unit Stability, Maintenance of Benefits, Statutory Changes, Miscellaneous Conditions, Public Charges, Rights and Responsibilities, and Savings. Appended material includes salary schedules, personnel benefits, college calendar, extra duty pay, teacher units, delineated areas of responsibility in the policy manual and procedures manual, allowable payroll deductions, list of required forms, and travel and mileage policy. (LH)

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SAN JOAQUIN DELTA COLLEGE
TEACHERS ASSOCIATION/CTA/NEA

MASTER CONTRACT

JULY 1977 - JUNE 1980

LC 70 S46

December 14, 1977

TABLE OF CONTENTS

ARTICLE I	AGREEMENT	Page 1
ARTICLE II	RECOGNITION	Page 2
ARTICLE III	DEFINITIONS	Page 2
ARTICLE IV	NEGOTIATION PROCEDURES	Page 5
ARTICLE V	NON-DISCRIMINATION	Page 7
ARTICLE VI	ASSOCIATION RIGHTS	Page 8
ARTICLE VII	PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS	Page 10
ARTICLE VIII	DISPUTE SETTLEMENT PROCEDURES	Page 12
ARTICLE IX	LEAVES	Page 22
ARTICLE X	EMPLOYEE BENEFITS	Page 32
ARTICLE XI	WORKING CONDITIONS	Page 35
ARTICLE XII	PERSONNEL FILES	Page 42
ARTICLE XIII	COLLEGE CALENDAR	Page 44
ARTICLE XIV	HOLIDAYS	Page 45
ARTICLE XV	TRANSFERS	Page 46
ARTICLE XVI	EVALUATION OF FACULTY	Page 48
ARTICLE XVII	WORKLOAD	Page 51
ARTICLE XVIII	SALARIES	Page 60
ARTICLE XIX	EXTENDED DAY COMPENSATION	Page 64
ARTICLE XX	EXTRA DUTY PAY	Page 66
ARTICLE XXI	SUBSTITUTING	Page 67
ARTICLE XXII	TRAVEL	Page 68
ARTICLE XXIII	REDUCED SERVICE PARTIAL RETIREMENT PLAN	Page 70

ARTICLE XXIV	UNIT STABILITY	Page 73
ARTICLE XXV	MAINTENANCE OF BENEFITS	Page 74
ARTICLE XXVI	STATUTORY CHANGES	Page 74
ARTICLE XXVII	MISCELLANEOUS CONDITIONS	Page 75
ARTICLE XXVIII	PUBLIC CHARGES	Page 77
ARTICLE XXIX	RIGHTS AND RESPONSIBILITIES	Page 79
ARTICLE XXX	SAVINGS	Page 81
SIGNATURES		Page 82
APPENDIX A	SALARY SCHEDULES	Page 83
APPENDIX B	PERSONNEL BENEFITS	Page 87
APPENDIX C	COLLEGE CALENDAR	Page 89
APPENDIX D	EXTRA DUTY PAY	Page 92
APPENDIX E	TEACHER UNITS	Page 94
APPENDIX F	DELINEATED AREAS OF RESPONSIBILITY IN THE POLICY MANUAL AND PROCEDURES MANUAL	Page 96
APPENDIX G	ALLOWABLE PAYROLL DEDUCTIONS	Page 100
APPENDIX H	LIST OF REQUIRED FORMS	Page 103
APPENDIX I	TRAVEL AND MILEAGE POLICY	Page 105

ARTICLE I

AGREEMENT

1. The Articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Board of Trustees of the San Joaquin Delta Community College District ("District") and the San Joaquin Delta College Teachers Association/CTA/NEA ("Association"), an employee organization.

2. This Agreement is entered into pursuant to Chapter 10.7 (commencing with Section 3540), of Division 4 of Title 1 of the Government Code ("Act").

3. This Agreement shall remain in full force and effect from July 1, 1977, until June 30, 1980.

4. Any item so negotiated and agreed to by both the District and the Association shall become a part of this Agreement and shall not cancel or invalidate any other part of this Agreement.

ARTICLE II

RECOGNITION

1. The District recognizes the Association as the exclusive representative of all certificated full-time and part-time employees, except those employed for less than three (3) semesters in any 6-year period, of the District, including librarians, counselors, and counselor-coordinators, excluding management, confidential and supervisory employees as defined in the Act, for the purposes of meeting and negotiating.

ARTICLE III

DEFINITIONS

1. "Faculty member" refers to any individual employee who is included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions of this Agreement.
2. "Faculty" refers to all employees who are included in the appropriate unit as defined in Article II and therefore covered by the terms and provisions of this Agreement.
3. "Negotiable items" means faculty salaries, hours, terms and conditions of employment, employee benefits, leave and transfer policies, safety conditions of employment, class size, procedures to be used for the evaluation of employees, procedures for processing grievances, consultation on the definition of educational objectives, on the determination of content of courses and curriculum, and on the selection of textbooks to the extent such matters are within the discretion of the District, and consultation on other matters which are of mutual concern as determined by the District.

4. "Negotiate in good faith" means a serious and honest effort on the part of each party to reach agreement, including, but not limited to, the duty on the part of each party to provide the other with all information, records, data, worksheets and budgetary materials which may be relevant to the negotiation of negotiable items, and also the duty to meet and negotiate as provided by Section 3543.7 of the Government Code.

5. "Assignment" or "Same Assignment" means subject areas taught or regular duties performed as certificated employees.

6. "Paid leave" means that a faculty member shall be entitled:

(a) to receive wages and all employee benefits, including, but not limited to, insurance and retirement benefits, (b) to return to the same assignment immediately preceding the commencement of the paid leave, and (c) to receive credit for any salary and longevity increments provided during the paid leave.

7. "Unpaid leave" means that a faculty member shall be entitled (a) to pay the cost of employee benefits if desired during his or her leave, (b) to return to the same assignment held immediately proceding the commencement of the unpaid leave.

8. "Management" means the President-Superintendent, Assistant Superintendent Vice-President, college deans, division chairpersons, and other employees designated management or supervisory by the District.

9. "Days" means college days during which students are required to be in attendance.

10. "Duty days" means the total days of required work days as specified in the employee's contract.

11. "Immediate family" means any relative of the faculty member, as defined in Section 87788 of the Education Code.

12. "Daily rate of pay" means the annual contract salary divided by the total number of duty days.

13. "Day College" means all college classes and assignments which fall between the hours of 7:30 a.m. to 4:30 p.m. on Monday through Friday.

14. "Extended Day College" means all college classes and assignments not included in Day College including, but not limited to, evening, weekend and summer sessions.

15. "Academic year" means that period between the first duty day of a fall semester and the last duty day of the following spring semester.

16. "Contract Employee" means a probationary employee as defined in Education Code, Section 87602.

17. "Regular Employee" means a permanent employee as defined in Education Code, Section 87602.

18. "School Month" means twenty (20) college duty days.

ARTICLE IV

NEGOTIATION PROCEDURES

1. Not later than March 1 of the calendar year in which this Agreement expires, the District and the Association shall meet and negotiate in good faith on negotiable items. Any Agreement reached between the parties shall be reduced to writing and signed by them.
2. Upon agreement of the negotiating teams to the terms of this agreement, it shall be submitted to the governing board of the District at the next scheduled Board meeting or a special meeting called for that purpose and to the membership of Association for approval.
3. Either party may utilize the services of outside consultants to assist in the negotiations.
4. Negotiations shall take place at mutually agreeable time and places during the regular college day, between 7:30 a.m. and 4:30 p.m., provided that meetings shall be held within (5) calendar days from receipt of a written request unless otherwise agreed to by both parties.
5. The District and the Association may discharge their respective duties by means of authorized officers, individuals, representatives or committees.

6. Members of the Association's negotiating team shall receive reasonable released time without loss of compensation to participate in negotiations and impasse proceedings. Any necessary substitutes will be paid by the District according to Article XIX - Extended Day Compensation.

7. The Association shall have the right to receive budget or financial material approved by the Governing Board of District and such other information, including the Policy Manual and the Procedures Manual, that is necessary for the Association to fulfill its role as the exclusive bargaining representative.

8. All statements of policy and procedure contained in or proposed for the "Policy Manual" or "Procedures Manual" affecting the members of the bargaining unit as stipulated in Appendix F must be agreed to as part of the negotiation process. This shall be an on-going process as the Association or the District determines the need for policy deletions, changes or addenda. With the exception of any changes made in policy by this Agreement, the policies contained in the "Policy Manual" and "Procedures Manual" as of April 1, 1977, are to be considered approved with the signing of this Agreement.

ARTICLE V

NON-DISCRIMINATION

1. The District shall not discriminate against a faculty member or prospective faculty member with respect to employment, either directly or indirectly, on the basis of such matters as race, creed, color, age, sex, national origin, political affiliation, domicile, marital status, physical handicap, membership or activity in the Association, or concurrent employment by the District of members of the same family. The District shall not discriminate, either directly or indirectly, against any full-time or part-time faculty member or prospective faculty member with respect to hours, wages, terms or conditions of employment or application of the provisions of the Agreement or Board Policies.

2. If any provision of this Agreement is in conflict with Federal Executive Orders 11246 and 11373, as amended, Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Higher Education Amendments, any federal regulations pertaining thereto, or any state programs, the provisions of such orders, laws, federal regulations and rules shall prevail. All other provisions or applications of this Agreement shall remain in full force and effect.

ARTICLE VI

ASSOCIATION RIGHTS

1. The Association and its duly authorized campus representatives shall have use, on a cost-covering basis, subject to the same charges as those made to divisions and departments, of college equipment and building facilities at all reasonable times, which shall include evening and week-end hours. Such equipment shall include, but shall not be limited to, typewriters, duplicating equipment, calculating machines, data processing services to include mailing labels as regularly needed, and salary printouts and extra duty salary printouts, audiovisual equipment when such equipment is not otherwise in use, and reasonable use of the Instructional Materials Center.
2. The District shall make adequate bulletin board space available for Association use in each building housing faculty members, in the faculty dining area, and near the central mailboxes.
3. The Association and its campus representatives shall have the right to use the college mail distribution service.
4. Duly authorized Association representatives shall be free to conduct official Association business, including grievance representation activities, on campus property as necessary.
5. The bargaining unit members shall be granted "reasonable periods of released time without loss of compensation when meeting and negotiating and for the processing of grievances," as defined in S.B. 160.

6. The bargaining unit members have the option to purchase all or part of the assignment of both the Association president and the negotiating team chairperson for the purpose of carrying out Association business relative to this Agreement.

7. A campus faculty parking identification sticker shall be provided to the Association for its designated CTA/NEA state or national staff representatives if one is required for preferred parking.

8. Names, job titles, compensation, home addresses and telephone numbers of all full-time and part-time faculty members shall be provided to the Association no later than 30 days from the first day of each recognized semester or summer session.

9. The District shall consult with the Association on any changes in the budget manual, changes in the college curriculum, use of electronic or technological teaching devices, or major revisions of institutional direction or purpose affecting terms and conditions of employment, which are proposed or under consideration. The Association shall be given the opportunity to advise the District with respect to said matters prior to their adoption or their general publication. In addition, the Association has the right to consult on the definition of educational objectives, the determination of the content of courses and curriculum, and the selection of textbooks to the extent such matters are within the discretion of the public school employer under the law.

ARTICLE VII

PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS

1. Any faculty member who is a member of the Association, or who has applied for membership may sign and deliver to the college administration an assignment authorizing deduction of unified SJDCTA/CTA/NEA dues or assessments in the Association. Such authorization shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Pursuant to such authorization, the District shall deduct one-tenth of such dues from the regular salary check of the faculty member each month for ten months. Deductions for faculty members who sign such authorization after the commencement of the academic year shall be appropriately pro-rated to complete payments by the end of the period for which he or she is contractually employed during the current academic year.

2. With respect to all sums for membership dues deducted by the District pursuant to authorization of the employee, the District agrees promptly to remit such moneys to the Association's designee, accompanied by an alphabetical list of faculty members for whom such deductions have been made, and indicating any changes in personnel from the list previously furnished.

3. The Association agrees to furnish any information needed by the District to fulfill the provisions of this Article.

4. Upon appropriate written authorization from the faculty member, the District shall deduct from the salary of any faculty member and make appropriate remittance for plans or programs as listed in appendix G.

5. The Association shall have the right to assess and authorize payroll deductions in an amount necessary to cover the purchase of all or part of the assignment of the Association president and negotiating team chairperson. This stipulation in no way shall affect the fringe or other benefits or retirement contributions of the person(s) affected by this provision. Funds left over at the end of a fiscal year shall be carried forward to the following year as provided hereinabove or, if no funds are required in the following year, the balance shall be apportioned back to the members of the bargaining unit.

ARTICLE VIII

DISPUTE SETTLEMENT PROCEDURES

I. Grievances

A. Definitions

1. A "grievance" is a claim by an aggrieved person that there has been a violation, misapplication or misinterpretation of any of the provisions of this Agreement or of any law, Board policy, regulation or practice.

2. An "aggrieved person" is the person or persons, including the Association or representatives thereof, making the claim.

3. A "party in interest" is any person who might be required to resolve the claim.

B. Purpose and Scope

1. A grievance shall mean that there has been an alleged misinterpretation, misapplication or a violation of terms and conditions of employment such as matters relating to wages, hours of employment, health and welfare benefits, leave and transfer policies, safety conditions of employment, class load, or procedures to be used for the evaluation of employees, as contained in negotiated agreements or Board policy or administrative procedures.

2. The failure of the employee to act on any grievance within the prescribed time limits will act as a bar to any further appeal. A supervisor's failure

to give a decision within the time limits shall permit the employee to proceed to the next step. The time limits, however, may be extended by mutual agreement.

3. An investigation or other handling or processing of any grievance shall be conducted so as to result in minimal interference with, or interruption of, the instructional program and related work activities.

C. Procedures

1. First Step - An attempt shall be made to resolve any grievance in an informal verbal discussion between the employee and his or her supervisor.

2. Second Step - If the grievance cannot be resolved informally the employee shall file the grievance in writing and, at a mutually agreeable time, discuss the matter with the supervisor. The written grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) days from the date of occurence of the event giving rise to the grievance. The supervisor shall make a decision on the grievance and communicate it in writing to the employee within ten (10) days after receipt of the grievance.

3. Third Step - In the event the grievance has not been satisfactorily resolved at the second step, the employee shall file, within ten (10) days of the supervisor's written decision at the second step, a copy of the grievance with the appropriate Dean.

Within ten (10) days after such written grievance is filed, the employee and the appropriate Dean shall meet to resolve the grievance. The appropriate Dean shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the employee and the supervisor.

4. Fourth Step - In the event that the grievance has not been satisfactorily resolved at the third step, the employee shall file, within thirty (30) days of the written decision of the appropriate Dean, a request with that Dean to proceed to the fourth step, a hearing before a Hearing Officer. The Hearing Officer will be selected as follows:

   (a) With the concurrence of the employee, the Superintendent-President may either serve as the Hearing Officer or designate another person who need not be an employee of the District to serve.

   (b) If the employee and the Superintendent-President are unable to agree on a Hearing Officer within the five (5) day period from the third step appeal, then the employee may request an Arbitrator chosen from a list of seven (7) names requested jointly by the Superintendent-President and the employee from the American Arbitration Association.

4. The employee shall strike from the list the name of one candidate; then the Superintendent-President shall strike the name of one candidate; the names will be stricken in this manner until the name of one candidate remains, who shall be the Hearing Officer.

The Hearing Officer shall conduct a hearing within either ten (10) days of the receipt of the written appeal of the third step decision or ten (10) days of agreement on the Hearing Officer. The Hearing Officer shall notify the Superintendent-President of his or her advisory decision within ten (10) days of such hearing. Within ten (10) days of the receipt of this written advisory decision by the Superintendent-President, he will render a final written decision setting forth the reasons for such decision. This decision shall be final insofar as this administrative procedure is concerned.

5. Optional Fourth Step - At the option of the employee, instead of the Fourth Step above, the decision at the Third Step may be appealed directly to the Board of Trustees. Such appeal shall be requested within thirty (30) days from receipt of the third step answer. A hearing shall be scheduled by the Board of Trustees at its earliest convenience. Thereafter, the final decision shall be made by the Board of Trustees in a timely manner.

II. Affirmative Action Appeal

A. Definitions

1. An "affirmative action appeal" is a claim by an employee that alleged acts of discrimination have occurred which are in violation of rights guaranteed under equal employment opportunity legislation or Board-approved policies.

2. An "appellant" is the person or persons, including the Association or representatives thereof, making the appeal.

3. A "party in interest" is any person who might be required to resolve the claim.

B. Purpose and Scope

To provide a formal and proficient avenue at the college for hearing employee appeals of alleged acts of discrimination which are in violation of rights guaranteed under equal employment opportunity legislation or Board-approved polices.

C. Regulations and Implementation

1. First Step - An individual alleging discrimination in violation of rights guaranteed by law or Board-approved policies, hereinafter called appellant, shall first attempt to resolve such alleged violation at the office or division level.

a. No later than twenty (20) days after the alleged violation, the appellant shall file a written report with the immediate supervisor.

b. The immediate supervisor shall review the report and shall, within five (5) days, conduct a conference with the persons involved. After the conference the supervisor shall render a decision to the principals and take appropriate action.

2. Second Step - If the appellant feels that the charge of alleged discrimination has not been satisfactorily resolved as a result of the procedures undertaken in the First Step, the appellant may submit to the Affirmative Action Officer an appeal which shall be submitted on the San Joaquin Delta Community College Discrimination Appeal Form. The appellant shall outline thereon specific charges and evidence of discrimination. Such appeal must be filed within (10) days after appellant's receipt of the supervisor's decision in Section 1.b above.

   a. Upon receipt of the properly completed San Joaquin Delta Community College Discrimination Appeal Form, the Affirmative Action Officer shall, within five (5) days, notify the persons against whom the appeal is filed.

   b. The Affirmative Action Officer shall undertake review and conciliation efforts as follows:

1. Review and Conciliation Efforts--by Affirmative Action Officer:
   Within five (5) days of notification of filed Appeal Form (C.2.a.) the Affirmative Action Officer shall initiate the following as needed and complete proceedings within fifteen (15) days:
   --individual meetings with appellant and respondent;
   --joint meeting with appellant and respondent to attempt conciliation.
2. Since conciliation and a mutually agreeable solution are the purpose of this step, the Affirmative Action Officer will prepare, in writing, the proposed conciliation or solution and submit to parties involved, within five (5) days.

3. Third Step - If the appeal is not resolved satisfactorily through the conciliation efforts in the Second Step, the Affirmative Action Officer shall, within ten (10) days, arrange for a hearing with the Superintendent-President or his designee (hearing officer).
   a. The Affirmative Action Officer will notify all parties in writing of the scheduled hearing.
   b. The Superintendent-President or Hearing Officer shall review the appeal, hear testimony, and study other evidentiary materials.

c. The Hearing Officer shall make recommendations to the Superintendent-President as soon as possible but no later than ten (10) days after completion of Section 3.b.

d. The Superintendent-President shall take such action as he deems appropriate and notify all parties within ten (10) days. His action shall be final insofar as this administrative procddure is concerned.

e. Each of the involved parties will be given copies of written procedures for the hearing.

4. Restrictions

a. Unless otherwise determined by the Affirmative Action Officer, no action shall be taken until the appeal has been resolved.

b. Neither the appellant nor the District shall arbitrarily delay action of the appeals procedure.

c. There shall be no harassment or retaliation against the employees involved, or any other employee or witness involved, at any time because of filing of the appeal.
(Title VII, Civil Rights Act of 1964)

D. Legal References

1. Policy 3780 or 4450, Dispute Settlement
2. Executive Order 11246, as Amended by Educational Amendments of 1972
3. Title VII of the Civil Rights Act of 1964 as amended
4. Title IX of the Education Amendments of 1972
5. Rehabiliation Act of 1973 (Sections 503-504)

6. Public Law 93.508

7. Age Discrimination in Employment Act of 1967 as Amended

III. Complaints

A. Definitions

1. A "complaint" is a concern of an employee regarding conditions or actions of employment not covered by the grievance procedure or the affirmative action appeal.

2. A "complainant" is the person or persons, including the Association or representatives thereof, making the claim.

3. A "party in interest" is any person who might be required to resolve the claim.

B. Purpose and Scope

1. A complaint is a concern of an employee regarding conditions or actions of employment not covered by the grievance procedure or the affirmative action appeal. At the option of the employee, the services of the Personnel Office, Affirmative Action Officer, Title IX Officer, or Faculty Senate President may be requested in the process of resolving the complaint.

2. The failure of the employee to act on any complaint within the prescribed time limits will act as a bar to any further appeal. A supervisor's failure to give a decision within the time limits shall permit the complainant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

3. An investigation or other handling or processing of any complaint shall be conducted so as to result in minimal interference with, or interruption of, the instructional program and related work activities.

C. Procedure

1. First Step - An attempt shall be made to resolve any complaint in informal verbal discussion between complainant and his or her supervisor.

2. Second Step - If the complaint cannot be resolved informally the complainant shall file the complaint in writing and, at a mutually agreeable time, discuss the matter with his or her supervisor. The written complaint shall state the nature of the complaint and shall state the remedy requested. The filing of the formal, written complaint at the second step must be within twenty (20) days from the date of occurrence of the event giving rise to the complaint. The supervisor shall render a decision on the complaint and communicate it in writing to the employee within ten (10) days after receipt of the complaint.

3. Third Step - In the event a complaint has not been satisfactorily resolved at the second step, the complainant shall file, within ten (10) days of the supervisor's written decision at the second step, a copy of the complaint with the appropriate Dean.

Within ten (10) days after such written complaint is filed, the complainant and the appropriate Dean shall meet to resolve the complaint. The appropriate Dean shall file an answer within ten (10) days of the third step and communicate it in writing to the employee and the supervisor.

4. Fourth Step - If the complaint is not resolved satisfactorily at the third step, there shall be available a fourth step, that of the Superintendent-President or his designee. The complainant shall meet with the Superintendent-President or his designee within ten (10) days of receipt of the third step answer. Within ten (10) days of the meeting the Superintendent-President or his designee shall render the final decision in writing regarding the complaint. This decision shall be final insofar as this administrative procedure is concerned.

ARTICLE IX

LEAVES

1. The benefits provided faculty members by Sections 87763 through 87788 and 87700 and 87701 of the Education Code are incorporated into this agreement except as supplemented in this Article. Extended day faculty are entitled only to sick leave as enumerated in this article, and such other leaves as are provided by law.

2. Sick Leave -- Full-time regular and contract faculty members will be entitled to ten (10) days of paid sick leave each academic year (Education Code, Section 87781). Part-time regular and contract faculty members will receive a portion of the ten (10) days based upon the portion of full-time service. Extended day instructors will be entitled to pro-rata sick leave.

   (a) Unused sick leave will accrue from school year to school year.

   (b) At the beginning of each school year every faculty member will receive a sick leave allotment credit, equal to his or her entitlement for the school year. A faculty member may use this credited sick leave at any time during the school year.

   (c) At the beginning of each school year the District will provide every faculty member with a written statement of (1) the accrued sick leave total for regular or contract employees; (2) the sick leave entitlement for the school year for regular or contract employees; (3) the accrued sick leave for summer and evening employees. The accrued sick leave total for summer and evening employees is limited to the period served since the fall semester of the 1970-71 school year.

(d) Faculty teaching during the summer session may utilize any extended day sick leave accumulated during the regular school year.

3. Maternity Leave

(a) Notification of intent to take maternity leave will be made as early as possible or as soon as it is known that the absence will definitely be necessary and should include also an "Absence Report Form" showing the expected dates the employee will be away from work.

(b) If a leave of absence is desired, the employee may use earned sick leave. After she has used all accumulated sick leave to which she is entitled, she may be granted supplementary sick leave in accordance with Education Code Sections 87786 and 88196. If additional leave is required, the employee may request a leave of absence without pay.

(c) The employee will be reinstated upon furnishing a medical report indicating that she can comply with the physical requirements of her position, but she is expected to return to work within a reasonable length of time, normally within three months. If the physical condition of the employee is such that more leave is required, she should request additional leave accompanied by a written statement from the private physician that she is physically incapable of resuming the duties of her position.

4. Supplemental Sick Leave -- If a faculty member has utilized all of his or her accumulated sick leave and is still absent from his or her duties on account of illness or accident for a period of five school months or less, then the amount of salary deducted in any month shall not exceed the sum which was actually paid a substitute or 50% of the salary due him or her during the period of absence, whichever is the lesser amount. The five months or less period during which the above deductions occur include all other paid sick leave provisions for which he or she is eligible.

5. Industrial Accident and Illness Leave -- Section 87787 of the Education Code is supplemented as follows:

   (a) A faculty member shall be entitled to 60 days leave.

   (b) The total of the faculty member's temporary disability indemnity and the portion of salary due during the leave shall equal his or her full salary.

   (c) A faculty member shall be deemed to have recovered from an industrial accident or illness, and thereby able to return to work, at such time as the attending physician agrees that there has been such a recovery.

   (d) An industrial accident or illness as used in this section, means any injury or illness whose cause can be traced to the performance of services for the District, either on campus or off campus.

6. Personal Necessity Leave

(a) The employee requiring a leave under this section shall verify by a signed statement that he or she has taken a leave for one of the reasons listed as permissible under this section. Whenever possible, advance notification of any personal necessity permitting leave under this section shall be given.

(b) An employee may use, at his election, not more than six (6) days of accumulated sick leave benefits in a school year in the following cases of personal necessity:

(1) Death of a member of the employee's immediate family. According to Education Code 87788, immediate family is defined as mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister, of the employee, or any relative living in the immediate household of the employee.

(2) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family, as defined above, of such an emergency nature that the immediate presence of the employee is required during his or her work day.

(3) Appearance in court as litigant, or as a witness under an official order.

(4) Serious or critical illness of a member of the immediate family, as defined above, calling for services of a physician and of such an emergency nature that the immediate presence of the employee is required during his or her work day.

(5) Death of a member of the family not considered immediate family, i.e., aunt, uncle, brother-in-law or sister-in-law.

(6) When any of the following significant personal events occur which require the immediate attention of the employee during assigned hours of service and the circumstances cannot be reasonably disregarded, leave up to a maximum of three (3) days may be granted, which three (3) days are within the six (6) days authorized by Section 87784 of the Education Code, in any school year for all cases of personal necessity listed in paragraphs (1) through (5) above.

(a) To males when wife gives birth to a baby.

(b) To take any advance educational degree examination.

(c) To get married.

(d) To attend marriage of son or daughter.

(e) To attend college graduation for spouse, son or daughter.

(f) To appear before a local, state, or federal governmental agency.

(g) To transact business before a local, state, or federal agency.

7. Bereavement Leave -- Every faculty member shall be entitled to three (3) days of paid leave of absence, or five (5) days if out-of-state travel is required, for each occurrence on account of the death of any member of the immediate family. This leave shall not be deducted from sick leave.

8. Jury Leave -- A faculty member shall be entitled to as many days of paid leave as are necessary for appearances in any mandatory legal proceeding, including jury duty. This leave will not be deducted from any accumulated leave.

9. Sabbatical Leave -- Sections 87767 and 87768 of the Education Code are incorporated into this Agreement, except as supplemented below:

(a) Sabbatical leaves will be granted for a full year or for one semester.

(b) The number of faculty on a full year or semester leave during any one semester shall be limited to three percent (3%) of the faculty employed by the District.

(c) Granting of sabbatical leave is to permit the faculty member an opportunity to pursue a planned and definite project of study, travel or research, or a combination of these, which will have a substantial benefit to the District and its students.

(d) The District shall provide the Association with twenty-five (25) copies of Sabbatical Leave Application forms no later than September 1 of each year.

(e) The formal application requesting sabbatical leave for the fall or spring semester, or both, will be submitted to the Salary Administration Committee on or before November 1 of the school year prior to the year for which leave is being requested.

(f) The Salary Administration Committee will submit its decision either to recommend or not to recommend the application to the Superintendent-President by December 1. If the committee and the Superintendent-President decide to recommend favorably to the Board on the application, the Superintendent-President will notify the applicant in writing as soon as the Board has acted on the proposal. If the committee or the Superintendent-President rejects the applicants's leave request, he or she will be notified in writing and will be informed of the reasons for rejection. These reasons will be of a specific nature and will carefully detail why the applicant's proposed program does not satisfy justification of the leave.

(g) A faculty member who is on sabbatical leave will be paid full salary by the District for a semester's leave and at a level of sixty-two and one-half percent (62½%) of salary for a full year's leave. There shall be no reduction in employee benefits during the term of a faculty member's sabbatical leave.

(h) The District and a faculty member who is to go on sabbatical leave shall develop a payment schedule which is acceptable to both, at least thirty (30) days before the sabbatical leave is scheduled to commence.

10. In-Service Leave -- A faculty member may apply for in-service leave, using the normal procedure for submitting a Certificated Personnel Travel Request. If the request is granted, the paid leave shall not exceed three days for each school year. All expenses for in-service leave will be paid at the rate listed in the Travel and Mileage Reimbursement Bulletin and will be charged to the appropriate travel budget.

11. Leave of Absence -- The Board of Trustees may grant a leave of absence to any permanent certificated employee for a purpose other than those listed in this Agreement or the Policy Manual if such leave meets with the approval of said Board.

12. Miscellaneous -- Unless otherwise provided in this Article, a faculty member on paid leave of absence shall be entitled to (a) a return to the same assignment which he or she held immediately before commencement of the leave; (b) receive credit for annual salary increments provided during his or her leave; and (c) receive during his or her leave all other employee benefits, to the extent not expressly prohibited by law. A faculty member on unpaid leave shall be entitled to return to the assignment, unless mutually agreed to by both parties, which he or she held immediately before commencement of the leave. He or she shall be entitled to all other employee benefits granted faculty members on paid leave, through the payment of appropriate premiums and other charges on a payment schedule acceptable to the faculty member and the District.

ARTICLE X

EMPLOYEE BENEFITS

1. Health Insurance and Prescription Drug Plan Coverage -- The District shall provide all faculty members employed on at least a half-time basis, retirees, and their dependents with a full paid health insurance plan, including prescription drug coverage on a $1.00 deductible basis. The insurance carrier shall be determined by the District.

2. Dental Insurance -- A fully paid dental plan shall be provided by the District for all faculty members employed on at least a half time basis, retirees,and their dependents. The insurance carrier shall be determined by the District.

3. Life Insurance -- The District shall provide all faculty members employed on at least a half time basis and retirees with a fully paid decreasing amount term life insurance policy with double indemnity for accidental death. Coverage shall continue during the period of a District approved leave of absence. The insurance carrier shall be determined by the District.

4. Vision Care Plan -- The District shall provide all faculty members employed on at least a half time basis, retirees, and their dependents with a fully paid vision care plan. The insurance carrier shall be determined by the District.

5. Long Term Disability Plan -- The District shall provide all faculty members employed on at least a half time basis a long term disability plan. The carrier shall be determined by the District.

6. Tax Sheltered Annuities -- Faculty members may participate in the tax sheltered annuity of their choice, with the District providing payroll deductions for this purpose.

7. Voluntary Payroll Deductions -- Deductions will be made from salary upon request by the employee for the District approved purposes as listed in Appendix G.

8. Medical Examinations and Tests -- All medical examinations and tests requested by the District shall be paid for by the District.

9. Duration of Benefits

   (a) The benefits provided in this Article shall remain in effect without interruption during the term of this Agreement. Should a faculty member's employment terminate during the school year, he or she shall be entitled to continue coverage under the life, health, dental and vision care plans for a period not to exceed six (6) months. Such faculty member shall pay the premium for the continued coverage on a month-to-month basis.

   (b) If an employee desires insurance coverage to continue during periods of unpaid leaves of absence from the District, the employee will be required to pay the premiums on insurance benefits. Unpaid leaves are to be considered an interruption - not a break in service. The period required for eligibility under this section for benefits upon retirement would be extended beyond the ten years or seven years, whichever period is applicable, by the length of the unpaid leave.

(c) A year of service will be that period determined by the State Teachers' Retirement System or Public Employees' Retirement System as constituting a year.

(d) The District will guarantee the employee benefits for 1977-78 at the same level as for the 1976-77 school year. The District will guarantee the benefits as attached. Any costs incurred in the continuation of this plan with the initial carrier or in changing to another carrier will be born by the District.

(e) The employment benefits as stated below will be granted the surviving spouses of retired certificated personnel who have qualified for the continuation of such employment benefits upon retirement at cost to the surviving spouse provided that the surviving spouse notifies the district within a 30-day period after the death of the retired certificated faculty member of his or her election to continue the coverage.

Health Insurance

Pharmaceutical Prescription Insurance

Dental Insurance

Vision Insurance

10. Any saving realized from a change in the cost of coverage of long-term disability shall be applied as follows: (a) improved vision plan, (b) any additional balance is to be used for employee benefits as approved by the Association and the District.

ARTICLE XI

WORKING CONDITIONS

1. Upon appointment, and during every year of employment thereafter, each contract or regular faculty member shall be provided with an individual office. Said office shall be properly maintained, lighted, ventilated, and heated or cooled, as applicable, at all times, and shall be equipped at least with the following, all of which shall be maintained in working order at all times:
   (a) A lockable door.
   (b) One (1) desk with one (1) lockable drawer.
   (c) One (1) appropriate desk chair.
   (d) Two (2) suitable chairs for visitors.
   (e) One (1) lockable filing cabinet.
   (f) Adequate shelving for books and necessary table-space as determined by the faculty member.
2. Each faculty member shall be provided with keys to his or her office building and individual office.
3. Conference rooms for faculty use will be available for meetings and conferences. Use of such rooms shall be approved by the proper authority.
4. The District shall strive to maintain adequate and equitable clerical assistance for faculty members. This staff is to be located in each appropriate divisional, instructional and service center office.

5. Faculty members' participation in, or attendance at, all college-sponsored functions and activities shall be voluntary.

6. Required protective attire will be provided and maintained by the District.

7. All faculty members and members of their immediate families and retired faculty members shall be provided free tickets to all District athletic events and other activities to which student activity tickets normally apply.

8. Reserved parking adjacent to centers will be provided for those staff members who can demonstrate to the Salary Administration Committee that their assignment is such that they require special parking provisions. The Salary Administration Committee will notify all applicants in writing whether their request has been approved or rejected. In addition, the Salary Administration committee will publish each year a report listing staff members given reserved parking and the reasons for granting such privileges.

9. Any faculty or staff meeting called by the college administration, a division, or a department shall be scheduled during a regular duty day at a time when a minimal number of classes are in session, except that there may be one division meeting each semester at which the entire divisional faculty including the extended day instructors and regular day instructors will meet together that will not be scheduled during the regular duty day.

(a) Normally, each affected faculty member shall be provided sufficient notice of the meeting, and normally an appropriate agenda shall be distributed at least two (2) days in advance.

(b) In the event of an emergency meeting or one involving required attendance, all affected faculty members shall be relieved of their professional responsibilities for the duration of the meeting. A faculty member shall not be required to make up a missed class or office hour if he or she is required to attend such a faculty meeting.

10. Administration-ordered class or other duty cancellations for whatever reason on established duty days shall not in any way alter the status of those days as duty days for the purpose of faculty members' contractual rights, compensation and benefits; in no event, however, will classes be held for less than the minimum number of days provided in Section 84370 of the Education Code.

11. Faculty members' daily teaching or duty schedules shall comprise an elapsed time of no more than six (6) consecutive hours, from the beginning of the first class through the end of the last class on that day; faculty members on an hourly work week shall work no more than eight (8) consecutive hours per day. Lunch breaks are to be provided but are not to be considered as part of the consecutive hours.

(a) Exceptions may be permitted in cases where a faculty member specifically requests or agrees in writing to a different type of schedule.

(b) Extended day assignments shall not be considered part of the duty day, and shall be compensated in accordance with the provisions of Article XIX - Extended Day Compensation.

(c) All travel time involved in meeting Day College assignments at a site other than the main college campus shall be included in determining the six-hour or eight-hour period where such assignments are part of a faculty member's full-time workload.

12. Faculty members shall be provided no less than twelve (12) consecutive hours elapsed time between the end of the last Day College assigned class, or hour, on one day, and the beginning of the first assigned class, or hour, on the following day.

(a) In the case of extended day assignments, a minimum of nine (9) consecutive hours shall elapse between the last class or the conclusion of travel on one day and the first class or the initiation of travel on the following day.

(b) Exception to the elapsed time provisions above may be permitted in cases where a faculty member specifically requests or agrees in writing to a different elapsed time period, or in cases where the instructor must take an evening class in order to complete his or her full contract load.

13. All faculty members shall be notified in writing at least six (6) weeks in advance of a given academic session of their tentative schedules for the ensuing academic period. Each faculty member shall meet with his or her immediate supervisor, or department chairperson, to modify or otherwise alter said schedule as necessary.

(a) Signed contracts shall be mutually binding. Course cancellations shall in no way affect the District's contractual obligation to compensate the faculty member or the faculty member's contractual obligation to serve the District.

(b) All classes shall be assigned to rooms and laboratories which can properly accommodate them, and which are properly heated, cooled, lighted, ventilated, equipped, and maintained.

(c) Classes for a given course in any given academic period shall be assigned to the same room for all sessions, barring extraordinary or emergency circumstances.

(d) A faculty member shall not be assigned any class or duty for which the faculty member does not have adequate training and experience.

14. All extended day assignments shall be voluntary and shall be treated in accordance with the provisions of Article XIX - Extended Day Compensation when any such assignment represents a load in excess of the full-time workload as defined in Article XVII - Workload.

15. Individual faculty members may use physical education facilities when available. If there is an admission charge for use of the facility, faculty members must pay the regular admissions charge.

16. The District hereby recognizes and reaffirms its belief that faculty, as professionals and as employees in a non-traditional work setting, follow non-traditional working patterns as a means of best discharging their professional responsibilities. The District and the Association agree that past practices with respect to the non-traditional working patterns of faculty shall not in any way be abridged, diminished,or altered during the life of this Agreement and shall be applied in a manner consistent with the terms and conditions of this Agreement.

17. All forms currently required of faculty members by the District are listed in Appendix H. In addition, the District will provide the Association a complete set of the actual forms required of faculty members. Changes in these forms are to be mutually agreed upon by the parties hereto. It is understood that any additional information required by any governmental agency or accrediting authority or the District's insurance carriers will be provided by the faculty member. The faculty will provide this information in a timely and accurate manner.

18. It is the existing policy of the District to maintain and encourage academic freedom, tenure rights, and recourse on these items consistent with the existing laws and District policies. In the event that a faculty member is of the opinion that his or her right of academic freedom, tenure rights, or recourse on these items is in any way under restraint, that faculty member shall have the right to proceed against this restraint through the Dispute Settlement Policy and through those avenues of recourse guaranteed by existing civil statutes. Upon request of a bargaining unit member, the Association may provide assistance and counsel on these matters.

ARTICLE XII

PERSONNEL FILES

1. The District shall not base any adverse action against a faculty member upon materials which are not contained in the faculty member's personnel file.

2. There shall be only one personnel file for each faculty member. This file shall be located in the Office of Personnel Services. The faculty member shall have full access to his or her file. Representatives of the Association shall have access to said file with the faculty member's written authorization. In addition, the Superintendent-President, the Assistant Superintendent-Vice-President, the appropriate deans and the faculty member's immediate supervisor shall have access to the personnel files. The information and contents of a faculty member's personnel file may not be released to anyone else without the faculty member's express prior written consent. The District shall keep a log indicating the persons (other than persons whose duty it is to maintain the files) who have examined a personnel file as well as the date such examinations were made. In addition, records will be kept of any materials copied, indicating the number of copies and the name and address of the person who received such copies.

3. Any material placed in a faculty member's file must be signed and a copy shall be given to the faculty member prior to the time of insertion in the personnel file.

4. A faculty member shall have the right to file an answer to any material submitted for inclusion in his or her file and such answer shall be attached to the file copy. A faculty member who alleges that information in his or her personnel file is false, erroneous, or to his or her detriment, shall have the right to file a grievance for the purpose of having such information rectified or expunged. A faculty member shall have the right to place in the file such material as he or she determines may have a bearing on his or her position as a faculty member.

ARTICLE XIII

COLLEGE CALENDAR

1. The length of the Community college year shall be 178½ duty days. There shall be two (2) consecutive duty days immediately prior (except for weekends or holidays) to the first teaching day of one semester and one duty day immediately prior (except for weekends or holidays) to the first teaching day of the other semester and one-half duty day for graduation exercises immediately following the end of the spring semester.
2. Within these agreed to duty days the equivalent of 1½ days shall be spent on matters directly related to individual preparation, instruction, counseling, or library services. Ideally, one such day should be provided prior to the opening of the fall semester, and one-half day prior to the opening of the spring semester.
3. Representatives designated by the Association shall annually recommend the District college calendar, consistent with all applicable articles of this Agreement.

ARTICLE XIV

HOLIDAYS

1. Duty days shall not be assigned on the following days:

   1. Labor Day
   2. Veterans Day
   3. Thanksgiving Day and the Friday immediately following
   4. Christmas Day
   5. New Year's Day
   6. Ethnic Day
   7. Lincoln Day
   8. Washington Day
   9. Memorial Day
   10. Independence day

2. Any additional holiday, or day for a public fast or thanksgiving appointed by the Governor or President shall be observed as a non-duty day, provided that the day so appointed is one on which the public schools shall close as provided by Section 79020 of the Education Code. Where an additional non-duty day is observed as herein provided, an additional duty day shall be scheduled by the governing board of District to make up for the day when the public schools are closed in order to reach the minimum number of days as provided in Section 84370 of the Education Code.

3. If a designated holiday falls on a Saturday, the Friday preceding said day shall be considered a non-duty day. If a designated holiday falls on a Sunday, the Monday following said day shall be considered a non-duty day.

ARTICLE XV

TRANSFERS

1. A transfer refers to any District action which results in the movement of a faculty member from the position held immediately preceding such action.

   (a) A voluntary transfer is initiated by the faculty member.

   (b) An involuntary transfer is initiated by the District.

2. Voluntary Transfers A faculty member may request a voluntary transfer to take effect at the beginning of the next semester.

   (a) All requests for voluntary transfers shall be considered on the basis of three criteria: (1) credentials to perform the required services, (2) District seniority, and (3) demonstrated competence in the subject field such as recency of knowledge and experience. When two or more faculty members meet the above criteria the faculty member with the greatest seniority shall be entitled to fill the position requested.

   (b) If a voluntary transfer request is denied, the faculty member shall be provided with the specific reasons for the denial.

3. Involuntary Transfers The District may initiate an involuntary transfer to take effect at the beginning of the next semester. The District must demonstrate that the transfer is based exclusively on the legitimate, educational, or financial needs of the District to maintain or improve the programs.

(a) Faculty members to be involuntarily transferred shall have the right to indicate preferences from a list of vacancies.

(b) All involuntary transfers shall be made on the basis of three criteria:

(1) credentials to perform the required services, (2) District seniority, and (3) demonstrated competence in the subject field such as recency of knowledge and experience. When two or more faculty members meet the above criteria the faculty member with the greatest seniority shall be entitled to fill the position.

(c) A faculty member who is to be involuntarily transferred shall be given the reasons in writing for the impending transfer.

ARTICLE XVI

EVALUATION OF FACULTY

1. Premises Basic to the Evaluation Program

(a) Management has the right and the responsibility to observe personnel.

(b) Evaluation requires consideration of a faculty member's total performance and should not be limited simply to classroom visitations.

(c) It is recognized that there is no single way to teach effectively, no single blueprint for every course of instruction, and that quality does not necessarily imply uniformity. Therefore, evaluation requires participation of the person being evaluated.

(d) All certificated personnel can benefit from intelligent evaluation, whether it be self-evaluation, that of peers, students, or administrators. Each division is encouraged to develop a peer evaluation procedure.

(e) All initial evaluations will be made by Division Chairpersons, Directors, or immediate supervisors. Selected qualified personnel may be utilized to conduct classroom visitations and assist in the evaluation of faculty members when a question arises as to their subject matter competence. Either the Division Chairperson, Director, immediate supervisor or the instructor may request such outside assistance.

(f) If the evaluation is to result in changes in the educational program, then the process of evaluation must include constructive suggestions for the implementation of reforms.

2. Objectives of the Evaluation Program

(a) "Evaluation" as an educational institution has two geneses: (1) it is a legal requirement, and (2) it is a professional responsibility.

(b) The ultimate goal of all teacher evaluation is to provide the student with improved instruction.

(c) The evaluation procedure must provide management with clear and reasonable evidence for determining retention and tenure.

3. Plan for Evaluating Personnel

1. Contract employees will be evaluated at least once each year in accordance with Section 87663 of Education Code, as follows:

(a) Teaching faculty members will be evaluated by Director or the Division Chairpersons and the Dean of Instructional and Student Services or Associate Dean of Career Education or Associate Dean of Evening College and Off-Campus Centers. A minimum of one classroom visitation must be made; more visits are preferred.

(b) Librarians will be evaluated by the Director of Learning Resources or Dean of Instructional and Student Services.

(c) Counselors will be evaluated by the Dean of Students and Counseling Services or Dean of Instructional and Student Services.

2. Regular employees will be evaluated at least once every two years in accordance with Section 87663 of Education Code, as follows:

   (a) Teaching faculty members will be evaluated by Director or the Division Chairpersons, or the Dean of Instructional and Student Services or Associate Dean of Career Education or Associate Dean of Evening College and Off-Campus Centers. A minimum of one classroom visitation must be made; more visits are preferred. A follow-up conference must be held.

   (b) Librarians will be evaluated by the Director of Learning Resources or Dean of Instructional Student Services.

   (c) Counselors will be evaluated by the Dean of Students and Counseling Services or Dean of Instructional and Student Services.

3. The faculty member shall be apprised of any written evaluation to be placed in his or her personnel file and have the opportunity to discuss the report with the evaluator before signing it. (Instructors Form A-1; Counselors Form A-2; and Librarians Form A-3).

ARTICLE XVII

WORKLOAD

1. The normal college workload per academic semester shall be be the equivalent of fifteen (15) semester units of undergraduate instruction.

   The normal college workload per academic year shall not exceed the equivalent of thirty (30) semester units of undergraduate instruction for all faculty members.

2. In no event shall a faculty member be assigned a college workload in a single academic semester which is in excess of twenty (20) semester units of undergraduate instruction or forty (40) hours per week for fixed weekly hour faculty. However, a faculty member owing the District units may teach up to a maximum of 36 semester units per year.

3. For purposes of determining college workload, a "contact hour" shall be defined as fifty-two (52) clock minutes of classroom instruction. College workload for faculty on a fixed weekly hour basis is determined by regular number of hours.

4. A contact hour shall not be interpreted as being comprised of other faculty responsibilities, including, but not limited to, the following:

   (a) Office hours

   (b) Course preparation and evaluation of student course assignments

   (c) Assigned committees

   (d) Inservice training

5. A faculty member shall not receive any reduction in compensation as the result of any imbalanced or reduced semester workload resulting from units accumulated in previous semesters or from under assignment planned by the District.

6. Faculty who agree in writing to assume, in addition to their normal day workloads, such extra-duty assignments as are provided in Article XX - Extra Duty Pay, shall receive additional monetary compensation in accordance with the applicable provisions of that Article.

7. The average weekly student contact hours (WSCH) per full-time equivalent faculty member will be set at 577. This figure, the instructional average (the use of the instructional average of WSCH was agreed upon in the 1971-72 agreement), will be computed as the average of the four census periods as specified in Section 84522 of the Education Code. Since the figure to be utilized is to be the instructional average, the following courses will not be included in the determination of load:

Occupational Practices 74
Vocational Work Experience
Social Science 10
Social Science 90
Social Science 20
Administration of Justice 94 (series)
Administration of Justice 81A
Administration of Justice 81B
Special Studies and Honor Classes

8. Division faculty shall be responsible for recommending appropriate class sizes to the appropriate Division Chairperson or to the Dean of Instructional and Student Services.

   (a) The number of students in laboratory sections shall not exceed the number of established stations, available equipment,or teaching aids.

   (b) The number of students in classrooms shall not exceed established seating capacity.

9. Summer session contracts shall be issued. Summer session compensation shall be provided in accordance with the provisions of Article XIX- Extended Day Compensation.

10. Divisional and individual course differences in faculty-student ratio shall be permitted, subject to the specific needs of students in acquiring knowledge in different academic disciplines or subject area.

11. Faculty shall not be required to be present on campus during periods when college classes are not in session, except as otherwise specified in this Agreement.

12. BONUS UNIT POLICY

Additional teacher units and budget for large classes shall be:

Student Contact Hour Average	Additional Units	Reader Budget
38.0 to 40.9	1.000 for 15 units or .066 per unit	$232.00 for 15 units or 15.46 per unit
41.0 to 42.9	1.500 for 15 units or .100 per unit	290.00 for 15 units or 19.33 per unit
43.0 to 44.9	2.000 for 15 units or .133 per unit	348.00 for 15 units or 23.20 per unit
45.0 to 47.9	2.500 for 15 units or .166 per unit	406.00 for 15 units or 27.06 per unit
48.0 to 49.9	3.000 for 15 units or .200 per unit	464.00 for 15 units or 30.95 per unit
50.0 to 54.9	3.200 for 15 units or .213 per unit	476.00 for 15 units or 31.73 per unit
55.0 to 59.9	3.400 for 15 units or .226 per unit	488.00 for 15 units or 32.53 per unit
60.0 to 64.5	3.600 for 15 units or .240 per unit	500.00 for 15 units or 33.33 per unit
65.0 to 69.9	3.800 for 15 units or .253 per unit	512.00 for 15 units or 34.13 per unit
70.0 to 74.9	4.000 for 15 units or .266 per unit	524.00 for 15 units or 34.93 per unit
75.0 to 79.9	4.100 for 15 units or .273 per unit	536.00 for 15 units or 35.73 per unit
80.0 to 84.9	4.200 for 15 units or .280 per unit	548.00 for 15 units or 36.53 per unit
85.0 to 89.9	4.300 for 15 units or .286 per unit	560.00 for 15 units or 37.33 per unit
90.0 to 94.5	4.400 for 15 units or .293 per unit	570.00 for 15 units or 38.00 per unit
95.0 to 99.9	4.500 for 15 units or .300 per unit	580.00 for 15 units or 38.66 per unit
100.00 to 109.9	4.600 for 15 units or .307 per unit	580.00 for 15 units or 38.66 per unit
110.0 to 119.9	4.700 for 15 units or .313 per unit	580.00 for 15 units or 38.66 per unit
120.0 to 129.9	4.800 for 15 units or .320 per unit	580.00 for 15 units or 38.66 per unit
130.0 to 139.9	4.900 for 15 units or .327 per unit	580.00 for 15 units or 38.66 per unit
140.0 to 149.9	5.000 for 15 units or .333 per unit	580.00 for 15 units or 38.66 per unit

(a) Student contact hours computed for forum classes, occupational practices, vocational work experience, Social Science 10, Social Science 90, Social Science 20, Administration of Justice 94 (series), Administration of Justice 81A, Administration of Justice 81B, and Special Studies and Honor Classes will not be counted in this formula. Contact hours computed for laboratory classes and activity classes such as Physical Education will not be counted in this formula. The above formula applies strictly to lecture classes.

(b) Contact hours shall be calculated from enrollment figures shown in the first census (4th week) enrollment report. Inasmuch as State payments to the college as well as faculty bonuses are based upon such enrollment reports, instructors are cautioned to reflect accurate current enrollment in such reports. (See Section 5150, Policy Manual, setting forth the college's mandatory drop policy. Students subject to mandatory drop must not be listed in the 4th week enrollment report.)

(c) Reader budget and bonus units will be determined by the first census.

13. LABORATORY OR ACTIVITY CONTACT HOURS

Laboratory and activity contact hours will be computed as listed in Appendix E of this Agreement.

14. MINIMUM SCHEDULED DAY ON CAMPUS

(a) Full-time teaching faculty will be on campus in classrooms, field trips, laboratories, library, college committee meetings, Faculty Senate or their office for twenty-five (25) hours during any normal Monday through Friday work week. Full-time faculty members will schedule and maintain a minimum of three (3) hours on campus each school day. At least one of these scheduled hours will be reserved for student consultations. A full-time faculty member will not be required to schedule over twenty-five (25) hours per week on campus. Certain laboratory instructors may utilize laboratory sessions for student consultations in order to comply with the twenty-five (25) hour schedule limitation.

(b) Counselors and Librarians

(1) Full-time counselors will be on campus in classrooms, field trips, high school and college visitations, student conferences, library, college committee meetings, Faculty Senate, in-service development, student activities or their office for a minimum of 35 hours during any normal Monday through Friday work week. The non-scheduled hours in excess of the 35 scheduled hours will be spent in professional activities necessary to maintain

adequate job performance, such as extended day visitations to high schools, extended day college and university visitations, class and small group readings and preparations, extended day staff development programs and university training programs, and necessary late duty day appointments, calls, and consultations.

(2) Full-time librarians will be on campus in the library, college committee meetings, Faculty Senate, in-service development, conferences and student activities for a minimum of 40 hours during the hours that the library is open Monday through Friday.

(3) Counselors will schedule and maintain a minimum of six and a maximum of eight hours on any given duty day of the normal Monday through Friday work week. Librarians will schedule and maintain a maximum of eight hours on any given day of the normal Monday through Friday work week.

(4) Counselors will stagger their scheduled hours in a manner so that coverage of the service centers will be maintained during the duty day of the normal Monday through Friday work week in the customary manner. Librarians will stagger their scheduled hours in a manner so that coverage of the library is maintained during the hours that the library is open Monday through Friday.

(5) Duties will be added to those duties listed in the document entitled "Your Role as Counselor at San Joaquin Delta College" distributed in September, 1977, only in consulation with a committee consisting of the counselor-coordinators.

(6) Any administratively assigned standard professional counseling work during the extended day period may be performed by any properly credentialed and qualified faculty member hired for this purpose or any other properly credentialed and qualified individual at the extended day rates.

(7) By mutual consent any counselor may be employed on full or partial contracts on any consecutive hour basis not to exceed eight (8) hours any time during the college regular day and extended day during the hours 7:30 a.m. through 10:00 p.m.

(8) By mutual consent any regular counselor or librarian may be placed on contracts covering the regular year and extensions to 10½, 11,11½, or 12 months contract. The period in excess of the regular contract year need not be consecutive to the regular contract period.

(9) An involuntary transfer of a counselor will not be made without prior consultation with the Association.

15. OFFICE HOURS

(a) Teaching faculty shall schedule their own office hours (or hours for student consultation) so as to be convenient to both the needs and schedules of their students and their own teaching schedules.

(b) Day college teaching faculty shall schedule a minimum of one (1) office hour (or hour for student consultation for some laboratory faculty) per day. No teaching faculty member shall be required to schedule more than twenty-five (25) hours weekly. No counseling faculty member shall be required to schedule more than thirty-five (35) hours weekly. No librarian faculty member shall be required to schedule more than forty (40) hours weekly.

(c) One office hour shall be the equivalent of one contact hour for teaching faculty.

(d) Faculty members shall post their schedule of office hours on, or adjacent to, their office doors.

(e) Faculty members retain the right to reschedule office hours as necessary. Such changes shall be posted on their office doors with their schedule of office hours and with their division chairperson.

(f) Office hours will be cancelled and not rescheduled because of faculty meeting or other assignments directed by the administration of the college or regularly scheduled Association meetings.

ARTICLE XVIII

SALARIES

1. The District and the Association agree on the following guidelines for determining certificated faculty salaries for the 1977-78, 1978-79, and 1979-80 academic years, effective July 1, 1977:

   (a) In exchange for the salary and personnel benefit levels being set with respect to the third quartile of the twelve comparison districts*, the bargaining unit accepts an instructional average of 577 weekly student contact hours.

   (b) The non-doctorate top salary without special increments plus the yearly cost of personnel benefits at the non-doctorate top salary without special increments will be used to determine the third quartile. Excluded from personnel benefits are District payments to retirement funds, worker's compensation, and unemployment insurance.

   (c) Downward adjustments to the third quartile will not be made.

   (d) Cost-of-living figures will be based on the March to March San Francisco consumer price index.

   (e) The cost-of-living increases will be a maximum of 6.95% for each of the last two years of this Agreement. Negotiations may be reopened if the cost-of-living exceeds 6.95% for the last year of this Agreement.

   * Coast, Cerritos, Foothill, Los Rios, Mt. San Antonio, San Bernardino, San Mateo, San Jose, South County, State Center, West Valley, and Yosemite.

(f) The 1977-78 day salary schedule will be generated by increasing each step of the 1976-77 schedule by $554 and adding a 5.21% increase. In addition to the foregoing the District will maintain the current personnel benefit level above the salary adjustments during the first year of this Agreement.

(g) The 1978-79 schedule will be determined by first adjusting the 1977-78 unadjusted schedule* to the third quartile, adding the cost-of-living increase (April 1, 1977 - March 31, 1978) and subtracting the amount necessary to cover any increase in personnel benefit costs.

(h) The 1979-80 schedule will be adjusted in the same manner as above except the cost-of-living increase will be from April 1, 1978, to March 31, 1979.

(i) All previous "grandfathering" will be recognized and all faculty will advance one step in their appropriate if a step exists.

(j) The published salary schedule and faculty salaries will vary from the above procedures if the Association exercises its option to buy released units.

2. Evening and Summer Salary Schedule

(a) The evening and summer schedule will be derived from the day schedule using the traditional 1/1000 factor.

(b) One additional step will be placed on the schedule at the beginning of each year of this Agreement.

(c) Bonus pay for large classes will remain unchanged.

* As defined in Appendix A.

3. Classification by Professional Preparation

Faculty shall be placed on the appropriate class of the salary schedule in accordance with the degrees, advanced preparation, or relevant experience they have completed. Reassignment to a next higher classification shall become effective at the beginning of the next semester after the new classification requirements have been met. Class qualifications shall be as outlined on the 1976-77 Certificated Schedule.

4. Initial Step Placement

Faculty shall be given credit at the time of initial placement on the day salary schedule for previous teaching experience or service with the Peace Corps, VISTA, or relevant experience, of up to six years during the first year of this Agreement, five years during the second year of this Agreement, and four years during the last year of this Agreement. For placement on the evening or summer schedule see Appendix A.

Placement on the salary schedule will be as follows:

During the 1977-78 contract year,

0 years of experience is Step 1

1 year is Step 2

2 years is Step 3

3 years is Step 4

4 years is Step 5

5 years is Step 6

6 years is Step 7 (maximum entry level)

During the 1978-79 contract year,

0 years is Step 1

1 year is Step 2

2 years is Step 3

3 years is Step 4

4 years is Step 5

5 years is Step 6 (maximum entry level)

During the 1979-80 contract year,

0 years is Step 1

1 year is Sept 2

2 years is Sept 3

3 years is Step 4

4 years is Step 5 (maximum entry level)

5. Step Requirements

Advancement on the day salary schedule shall be at the rate of one step for each year of teaching experience. If a faculty member is employed for at least 75% of the days of an academic year, he or she shall be given credit for that year's experience for salary schedule advancement purposes.

6. Professional Growth Increments

Day faculty who have completed twelve years of service in the District shall receive a two and one-half (2½) percent increase in their base salary beginning the thirteenth (13th) year of service. Beginning the seventeenth year of service they shall receive an additional two and one-half (2½) percent increase in their base salary.

7. All certificated salary schedules shall be affixed to this Agreement in Appendix A.

ARTICLE XIX

EXTENDED DAY COMPENSATION

1. Extended day assignments for faculty will be divided into three categories:

   (a) Traditional program classes.

   (b) Travel classes (domestic and overseas tours).

   (c) Traditional non-teaching assignments or duties.

2. Initial placement and advancement shall be defined in each category.

   (a) Traditional Program Classes

   Extended day assignments for faculty traditional program classes shall be paid on a pro-rata basis at the hourly rate of 1/1000 of the academic year's salary per unit hour, as shown in Appendix A, Evening College and Summer School Salary Schedule. Initial placement and advancement shall be as defined in Article XVIII - Salaries.

   (b) Travel Classes

   (1) Extended day assignments for faculty teaching travel classes shall be paid on a pro-rata basis at the hourly rate of 1/1000 of the academic year's salary per contact hour, as shown in Appendix A, Evening College and Summer School Salary Schedule. Five (5) such hours on campus are mandatory for each student unit offered.

   (2) No salary compensation is possible while off campus, but necessary budget expenses will be determined by the faculty member and the administration.

(c) Traditional Non-Teaching Assignments or Duties

Extended day assignments for traditional non-teaching assignments or duties shall be paid on a pro-rata basis at the hourly rate of 1/1000 of the academic year's salary per unit hour, as shown in Appendix A, Evening College and Summer School Salary Schedule. Initial placement and advancement shall be as defined in Article XVIII - Salaries.

3. Extended day faculty will teach an average weekly student contact hour (WSCH) load proportional to the 577 set for full-time instructors. This figure will be computed as the average of the four census periods as specified in Section 84522 of the Education Code.

4. The present four-step extended day salary schedule is to be extended to a fifth step in the first year of this Agreement retroactive to July 1, 1977, and on additional step for each year of the succedding years of this Agreement.

ARTICLE XX

EXTRA DUTY PAY

A. Additional Salary Compensation is listed in Appendix D.

B. Units of released time are listed in Appendix D.

C. Regular and contract teaching faculty will be paid according to the established schedule and limited to 6 hours per week per semester.

D. Any extra duty assignment and compensation formula not listed herein can be added to this Agreement by mutual consent. However, no special compensation arrangements may be made until they are agreed to by the District and the Association.

ARTICLE XXI

SUBSTITUTING

1. Faculty members employed as substitutes will be paid according to the Evening College and Summer Session Salary Schedule.
2. Faculty members shall have the right to accept or reject a request to substitute for another faculty member.
3. When a faculty member substitutes during a scheduled duty hour he or she will be expected to reschedule the duty hour within the following five (5) working days.

ARTICLE XXII

TRAVEL

1. Faculty members shall be entitled to use District automobiles as available, if they so desire, for travel on official business of the District both within the State of California and outside of the State.

2. Each division shall be allotted travel money at the rate of $58 per year per contract employee in the division. This amount will be adjusted each year during the second and third years of this Agreement based on changes in the San Francisco Consumner Price Index for March 1977. Faculty members shall be reimbursed for all other necessary expenses incurred while on travel status. The District will provide reimbursement for travel expenses in accordance with the rates set forth in Appendix I. The reimbursement rates as shown in said Appendix I will be adjusted each year during the second and third years of this Agreement based on changes in the San Francisco Consumner Price Index for March 1977. The division chairperson in consultation with the faculty within each division, shall decide the distribution of the travel money and unspent funds in this category shall carry forward to the next academic year.

3. No faculty member shall be permitted to transport students in his or her private car nor shall a faculty member be required to use his or her private car for District business. If, however, a faculty member chooses to use a privately owned automobile for District business, the District will provide reimbursement for such use at the rate set forth in Appendix I.

4. If special California driver's license and special requirements for licensing are required in order for a currently employed faculty member to fulfill such duties, the District shall pay all costs involved in obtaining these licenses or for fulfilling these requirements.

5. Faculty members shall be covered under worker's compensation insurance in the event of accident or injury incurred in the performance of his or her duties.

ARTICLE XXIII

REDUCED SERVICE PARTIAL RETIREMENT PLAN

1. It shall be the policy of the San Joaquin Delta Community College District to permit certificated employees of the district, except those who are administrators, to reduce their workload from full-time to no less than 50% time and have their benefits based on full-time employment.

2. To qualify for this program, the employee (a) shall have completed ten (10) years of prior full-time service in a position requiring certification in the public school system of California which includes grades K-14, the last five (5) of which shall have been full-time in this district, with sabbatical leaves being counted as full-time employment, and (b) shall have attained the age of 55 prior to the beginning of the semester in which the reduction in service begins. It shall be the employee's responsibility to initiate the request for reduced service.

3. The agreement for reduced service must be initiated by the employee and the agreement shall be executed by the employee and the San Joaquin Delta Community College District in writing. Normal deadlines shall be the same as those for sabbatical leaves. Exceptions may be made for the mutual benefit of the employee and the district. The agreement shall be for a minimum period of one year and a maximum period of five years of such part-time status. The agreement can be revoked or extended only with the mutual consent of the employee and the District. No employee shall be eligible after the school year during which he or she attains the age of 65.

4. If the employee has not reached the age of 65 at the end of the five-year maximum period, and wishes to continue employment, he or she is guaranteed no less than the reduced part-time employment. If the employee chooses part-time, he or she would receive only the same percentage of credit toward retirement for which he or she is under contract. The employee may return to full-time employment subject to district agreement.

5. A half-time schedule could, with the approval of the District, be either full-time for one semester and no duties during the other semester, or a half-time teaching load, which does not necessarily require daily presence on campus, throughout both semesters.

6. The employee shall be paid a salary which is the pro-rata share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment. He or she shall retain all other rights and benefits for which he or she or the district makes the payments, including those as provided in Section 53201 of the Government Code, that would be required if he or she remained in full-time employment.

7. The district reserves the right to deny granting a reduced workload to any employee if doing so would create unusual and difficult staffing problems. A denial, however, shall be only temporary and the employee may reapply for the following school year or school term.

8. The employee who is employed on a part-time basis and the District agree to contribute to the Teachers' Retirement Fund the amount that would have been contributed if the employee was employed on a full-time basis, with the District contributing to the Teachers' Retirement Fund only the District's share that would be contributed for the employee's part-time employment and the employee contributing the difference of the District's share in addition to the employee's share to be contributed on the basis of full-time employment. The District shall bill the employee for that portion of the District's contribution based on the difference between the portion that would be contributed for full-time employment and the part-time employment actually worked. The District will withhold from each employee's salary the entire amount of the employee's contribution based on full-time employment.

9. Full retirement credit is not earned until the end of the full school term or full school year. Participants who terminate prior to concluding periods will receive retirement credit based on the salary actually paid in the proportion that it related to the annual salary that would have been paid had the employment continued.

10. All rights mandated by law and additional benefits which may be granted by the district to its certificated employees shall be applicable to any and all such employees who are on contract for reduced service.

11. None of these provisions shall be in conflict with Chapter 1367 cf the Statutes of 1974.

ARTICLE XXIV

UNIT STABILITY

1. Should any new positions be established or regular positions be reclassified during the term of this Agreement, the placement of those positions in or out of the bargaining unit shall be negotiated with the Association. Should the issue not be resolved within thirty (30) days of the establishment of a new position, it shall be submitted to the Educational Employment Relations Board.
2. No position or job title in the present bargaining unit shall be altered during the term of this Agreement.
3. The District shall notify all faculty of all vacancies within the bargaining unit within ten (10) days of the superintendent-president's first official notice of a vacancy.

ARTICLE XXV

MAINTENANCE OF BENEFITS

Except as otherwise provided in this Agreement, the terms and provisions subject to negotiation contained in the faculty handbook and the District Policy Manual and Procedures Manual shall remain in effect during the term of this Agreement but may be changed by mutual agreement with the Association. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted or applied so as to eliminate or reduce any faculty benefit existing prior to its effective date. The District shall immediately amend such existing rules and regulations, policies, and college administrative procedures in accordance with the terms and conditions of employment provided in this Agreement. The level of benefits to be maintained is listed in Appendix B.

ARTICLE XXVI

STATUTORY CHANGES

1. Improvements in faculty benefits which are brought about by the amendment or addition of statutory guarantees now provided in California law shall be incorporated into this Agreement.
2. Reduction or elimination of faculty benefits which are brought about by the amendment or repeal of statutory guarantees incorporated into this Agreement shall obligate the parties within ten (10) days of such amendment or repeal to negotiate for the purpose of including such benefits in this Agreement if such inclusion is permitted by law.

ARTICLE XXVII

MISCELLANEOUS CONDITIONS

1. UNEMPLOYMENT COMPENSATION -- All faculty shall be eligible for unemployment compensation benefits as provided by law.

2. DEFENSE OF FACULTY MEMBER BY DISTRICT -- If a faculty member or former faculty member requests District to defend him or her against any claim or action against him or her for an injury arising out of an act or omission occurring within the scope of his or her employment as an employee of District and such request is made in writing not less than ten (10) days before the day of trial, and the faculty member or former faculty member reasonably cooperates in good faith in the defense of the claim or action, District shall pay any judgment based thereon or any compromise or settlement of the claim or action to which District has agreed.

If District conducts the defense of a faculty member or former faculty member against any claim or action with his or her reasonable good faith cooperation, District shall pay any judgment based thereon or any compromise or settlement of the claim or action to which District has agreed only if it is established that the injury arose out of any act or omission occurring in the scope of the employment of the faculty member or former faculty member as an employee of District.

In no event shall District pay such part of a claim or judgment as is for punitive or exemplary damages (Government Code, Section 825).

3. POLICY MANUAL AND PROCEDURES MANUAL -- The District shall have a policy manual and a procedures manual containing such general information as is necessary to assist faculty members in the full and proper discharge of their professional responsibilities, and as is consistent with the terms of this Agreement and all other existing documents incorporated by reference herein.

(a) Said manuals shall not contradict the provision of this Agreement or any portions hereof.

(b) The negotiating team and designated representatives of District shall review the procedures manual and update, revise, and re-distribute manuals to all faculty, as necessary.

(c) Upon appointment, each faculty member shall be provided with one (1) copy of the procedures manual, and one (1) copy of this Agreement, and upon request a copy of the policy manual.

(d) As the procedures manual is revised thereafter, it shall be reprinted by the District and distributed to each faculty member.

(e) Whenever the policy manual or procedures manual is first printed, or subsequently revised and reprinted, four (4) copies shall be supplied to the president of the Association by the District.

(f) The District agrees to consult with the Association prior to any amendment, changes or elimination of present policies or procedures within the scope of negotiation. Such policies and procedures including Section 6620 of the policy manual will be subject to the dispute settlement policy.

ARTICLE XXVIII

PUBLIC CHARGES

1. Any complaint about a faculty member shall be reported without delay to the faculty member by the Superintendent-President or his designee. The name of the person making the complaint must be provided the faculty member. If this is not done the complaint must be dropped and the information received destroyed.

2. The complaint shall be put into writing, with the original submitted to the faculty member and a copy to the designated management person. Should the involved faculty member or the Superintendent-President or his designee believe that the allegations in the complaint are sufficiently serious to warrant a meeting, the faculty member and a management representative shall schedule a meeting with the complainant. An Association representative may be present at said meeting, if so requested by the faculty member.

3. The faculty member may use non-classroom time for the purpose of initialing and dating the written complaint and preparing a written response to such complaint. The response shall be attached to the written complaint.

4. The written complaint and the attached response shall be placed in a dispute settlement file. If the faculty member challenges the truth of the allegations contained in the complaint, a grievance may be filed on that basis and a finding to the effect that such allegations are untrue shall result in the immediate destruction of all copies of

the written complaint. The failure by the faculty member to file a grievance shall not be construed as an admission by the faculty member that the allegations contained in the complaint are true; however, the complaint and the response will be placed in the faculty member's personnel file.

5. The District shall not dismiss or refuse to reemploy a faculty member on the basis of allegations in a complaint.

ARTICLE XXIX

RIGHTS AND RESPONSIBILITIES

1. Management Rights and Responsibilities

Management rights and responsibilities shall include all present board policies and administrative procedures that have been reviewed by the members of the faculty through the appropriate defined areas of responsibility agreed to in June 30, 1976, resolution, except those abrogated by this Agreement. Any of the rights, powers,or authority that the Governing Board had prior to the signing of this Agreement are retained by the Governing Board, except those specifically abridged, deleted, granted,or modified by this Agreement, and any supplementary agreements that may hereafter be made, provided that such rights, powers,or authority do not alter the intended meaning of this Agreement. Both management and the Association will work cooperatively to assure that both sides understand matters of policy and procedures with respect to this Agreement.

The Governing Board will retain the right and authority to manage the facilities, budget and staff.

2. Association Rights and Responsibilities

Any of the rights, powers, or authority that the Association and its members had prior to the signing of this Agreement are retained by the Association and its members, except those specifically abridged, deleted, granted, or modified by this Agreement and any supplementary agreements that may hereafter be made.

3. Instructor Rights and Responsibilities

An instructor's primary responsibility is to teach. To this end, an instructor shall perform in a professional manner at a level appropriate to the courses being taught and the capabilities of the students in his or her classes. He or she is expected to keep himself or herself informed relative to the latest developments in his or her areas of competence and responsibility. Instructors shall familiarize themselves and act in accordance with the pertinent sections of the Education Code, Policy Manual, and Procedures Manual.

4. Counselor and Librarian Rights and Responsibilities

Counselors will endeavor to provide assistance to the student in program planning and guidance and in matters concerning personal and social adjustment. The counselor's primary responsibility is to assist the student in planning. The counselor is also responsible for providing assistance to the student in any other matter which is relevant to his or her welfare as a student. Counselors will work cooperatively with other college staff members through individual and group efforts on matters pertaining to student welfare and effective instruction.

Librarians shall comply with such of the duties of instructors as may be appropriate to their assignment and such other duties as may be assigned by the Head Librarian.

Counselors and librarians shall familiarize themselves and act in accordance with the pertinent sections of the Education Code, Policy Manual and Procedures Manual.

ARTICLE XXX

SAVINGS

1. If any provision of this Agreement or application hereof to any faculty member is held by the highest court of the State or by a federal court to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decision, but all other provisions or applications shall continue in full force and effect.

2. Should a provision or application be deemed invalid, as described in paragraph 1 above, the District shall reinstitute any benefit reduced or eliminated to the extent allowable under law. Moreover, the parties shall meet not later than ten (10) days after such court decision to re-negotiate the provision or provisions hereof.

3. Any need to clarify the intended meaning of this Agreement is to be resolved by a joint management-bargaining unit committee comprised of persons who participated in negotiating and writing this Agreement.

4. By mutual agreement of the parties hereto at any time, any provision of this Agreement may be deleted or amended in whole or in part and new provisions may be added hereto, provided that any such agreement deleting, amending, or adding a provision is in writing duly signed by the parties hereto.

SIGNATURES

Signed this 14th day of December, 1977.

FOR THE DISTRICT:

Dale Parnell, Superintendent-President

Lawrence A. DeRicco, Board Representative

Approved as to Form:

Richard W. Dickenson

FOR THE ASSOCIATION:

Charles D. Bloch, Negotiations Chairperson

Barbara Broer

Franklin L. Daniels

John M. DeBow

Soren K. Hempel

James P. Smyth

John A. Stirton

APPENDIX A

SALARY SCHEDULES

The adjusted salary schedule means a salary schedule that reflects a deduction at every step and column to provide a buy back of released time for the bargaining unit President and Negotiations Chairperson.

The unadjusted salary schedule means a salary schedule that reflects no deductions. This is the salary schedule to be used in computing adjustment to the third quartile and to the cost of living.

11-17-77

ADJUSTED

CERTIFICATED SALARY SCHEDULE

Type 1	I Voc. Cred. or C.C. Life Cred.	II Voc. Cred.+ 30 or C.C. Life Cred. Plus 45	III Voc. Cred.+ 45 or C.C. Life Cred. Plus 60	IV Voc.Cred. +BA or C.C. Life Cred. with BA Plus 15	V Voc. Cred. with BA+ 45 or C.C. Life Cred. with BA Plus 60	VI Earned Doctor's Degree
Type 2	BA	BA + 30	MA	MA with 45	MA with 60	Earned Doctor's Degree
1	13,662	14,249	15,024	15,626	16,331	17,024
2	14,436	15,031	15,808	16,417	17,131	17,773
3	15,212	15,812	16,592	17,208	17,929	18,524
4	15,986	16,594	17,375	18,001	18,730	19,273
5	16,760	17,374	18,159	18,792	19,528	20,023
6	17,536	18,155	18,943	19,583	20,328	20,773
7	18,309	18,937	19,726	20,375	21,127	21,522
8	19,083	19,718	20,511	21,166	21,927	22,272
9	19,859	20,498	21,294	21,958	22,726	23,022
10		21,280	22,076	22,749	23,525	23,772
11			22,861	23,542	24,324	24,523
12				24,333	25,123	25,272
13					25,924	26,022
14						26,771
INCLUDING LONGEVITY INCREMENT:						
1	20,356	21,813	23,433	24,942	26 573	27,441
2	20,853	22,345	24,005	25,551	27,221	28,111

(1) Effective July 1 of the thirteenth year of consecutive service as an employee of the San Joaquin Delta Community College District, a longevity increment of 2½% will be added to the employee's base salary.

(2) Effective July 1 of the seventeenth year of consecutive service as an employee of the San Joaquin Delta Community College District, a longevity increment of 5% will be added to the employee's base salary.

Daily rate of pay is computed by dividing the number of duty days into the annual contract rate.

11-17-77

EVENING COLLEGE SALARY SCHEDULE

SUMMER SCHOOL SALARY SCHEDULE

Placement on the evening and summer salary schedules will be determined by first date of employment with the district and qualifications as follows: (1) Persons employed to teach in the evening and summer program at any time prior to June 30, 1976, will continue to be placed on Schedule 1 until qualified to move into Schedule 2, and the instructor requests the placement change; (2) Persons employed to teach in the evening and summer program after June 30, 1976, will be placed on Schedule 2 according to placement practices used for regular or contract employees. In all cases, the Dean of Instruction will review and make recommendations for placement to the President and Superintendent.

Evening College Salary Schedule/Summer School Salary Schedule (1)

	I	II	III	IV
	C.C. Life Cred. or BA	Voc. Cred. or C.C. Life Cred. Plus 15	Voc. Cred. with BA or C.C. Life Cred. with BA or MA	Earned Doctor's Degree
1	13.01	14.32	14.99	15.65
2	13.76	15.07	15.75	16.36
3	14.50	15.83	16.51	17.04

Teacher Experience - Day College, Evening College or Summer:

1-2 Semesters	Step 1
3-4 Semesters	Step 2
All over 4 Semesters	Step 3

No Outside Teaching is Honored

Each Summer Session Counts as a Semester's Experience

Evening College Salary Schedule/Summer School Salary Schedule (2)

	I	II	III	IV	V	VI
Type 1	Voc.Cred. orC.C. Life Cred.	Voc.Cred.+ 30 or C.C. Life Cred. Plus 45	Voc.Cred.+ 45 or C.C. Life Cred. Plus 60	Voc.Cred. +BA orC.C. Life Cred. with BA Plus 15	Voc.Cred. with BA + 45 orC.C. Life Cred with BA Plus 60	Earned Doctor's Degree
Type 2	BA	BA + 30	MA	MA w/ 45	MA w/ 60	Earned Doctor's Degree
1	13.66	14.25	15.02	15.63	16.33	17.02
2	14.44	15.03	15.81	16.42	17.13	17.77
3	15.21	15.81	16.59	17.21	17.93	18.52
4	15.99	16.59	17.38	18.00	18.73	19.27
5	16.76	17.37	18.16	18.79	19.53	20.02

Teacher Experience - Day College, Evening College or Summer:

1-2 Semesters	Step 1
3-4 Semesters	Step 2
5-6 Semesters	Step 3
7-8 Semesters	Step 4
All over 8 Semesters	Step 5

No Outside Teaching is Honored

Each Summer Session Counts as a Semester's Experience

APPENDIX B

PERSONNEL BENEFITS

SUMMARY OF CERTIFICATED STAFF PERSONNEL BENEFIT INSURANCE PROGRAM
1977-1978

PERSONNEL BENEFIT	COVERAGE DESCRIPTION	
Group Life & Acc. Death Plan	Various amounts of insurance based on age covering life of insured employee.	
Group Long Term Disability Plan	Provides coverage for certificated employees of not less than 66% of basic pay up to a maximum benefit of $2,000 per month. This benefit provided by the San Joaquin Delta Community College District is coordinated with similar benefits available from STRS.	
Group Health and Vision Care Insurance Plan	Hospital Room & Board	3 Bed Ward
	Number of Days	365
	Miscellaneous Benefits	Paid in Full
	Ambulance	$50.00
	Surgery	Reasonable & Customary out of area/FMC RVS Factor in Area
	X-Ray and Lab	$285.00 each calendar year
	Supplemental Accident	$500.00
	Maternity - Doctor	$100.00
	Hospital	$100.00
	MAJOR MEDICAL:	
	Maximum Benefit	$300,000.00
	Deductible	$50.00
	Number per family	3
	Co-insurance	80% of first $2,000; 100% thereafter to maximum
	Dependent Office Visits	$10.00 per illness deductible
	Vision Plan	San Joaquin Delta College Plan
Group Dental Plan	Provides coverage for 80% of Dental care (80% prosthetics) for employees and dependents, with a 1-year waiting period on prosthetics.	
Group Prescription Drug Plan	Provides coverage for Prescription Drug costs less $1.00 deductible for employees and dependents.	

APPENDIX C

COLLEGE CALENDAR

CALENDAR COLLEGE YEAR 1977-78
SAN JOAQUIN DELTA COLLEGE
Approved by Board of Trustees
December 7, 1976

College Month	State School Holidays	Holidays Declared by Board of Trustees	Days Taught	Student Holidays
Sept. 5 - Sept. 30	Sept. 5 - Labor Day		19	0
Oct. 3 - Oct. 28			20	0
Oct. 31 - Nov. 25	Nov. 11 - Veterans Day Nov. 24 - Thanksgiving Day	Nov. 25	17	3
Nov. 28 - Dec. 23		Dec. 19, 20, 21, 22, 23	15	5
Dec. 26 - Jan. 20	Dec. 26 - Monday after Christmas Day Jan. 2 - Monday after New Year's Day	Dec. 27, 28, 29, 30 Jan. 16 - King Day	13	7
Jan. 23 - Feb. 17	Feb. 13 - Monday after Lincoln Day	*Jan. 27	18	2
Feb. 20 - March 17	Feb. 20 - Washington Day		19	1
March 20 - April 14		March 20, 21, 22, 23, 24	15	5
April 17 - May 12			20	0
May 15 - June 9	May 29 - Memorial Day		19	1
		TOTAL DAYS	175	24

1978 Summer Session June 19 to July 28 inclusive
State School Holiday, July 4, 1978
Total Days in Summer Session - 29

First Semester: September 6 - January 26 - 88
Second Semester: January 30 - June 9 - 87
175

Opening of College: Tuesday, Sept. 6, 1977
Closing of College: Friday, June 9, 1978
Commencement: Saturday, June 10, 1978

All certificated personnel are to be on duty September 1, 2, 1977 and January 27, 1978. (These days may be used for opening faculty meeting, inservice training sessions and class preparations, subject to agreement on use by the District and SJDCTA before September 1, 1977). All certificated personnel will attend commencement on Saturday, June 10, 1978. Division Chairpersons and Center Chairpersons are to be on duty 4 days before the first faculty meeting in the fall semester and 5 days after college closes in the spring. New instructors will be on duty for Induction Days, August 30 and 31, 1977.

Offices closed: All state school holidays and November 25, 1977. If a college day is canceled for any cause in the fall semester, Friday, January 27, 1978 will become a college day(examinations). In this case, there would be no class day off between semesters. If a college day is canceled due to any cause in the spring semester, Saturday, May 13, 1978, will become a college day and the schedule for the lost day would be followed.

CALENDAR COLLEGE YEAR 1978-79
SAN JOAQUIN DELTA COLLEGE
Approved by Board of Trustees
December 6, 1977

College Month	State School Holidays	Holidays Declared by Board of Trustees	Days Taught	State Holidays
Sept. 4 - Sept. 29	Sept. 4 - Labor Day		19	1
Oct. 2 - Oct. 27			20	0
Oct. 30 - Nov. 24	Nov. 10 - Veterans Day Nov. 23 - Thanksgiving Day	Nov. 24	17	3
Nov. 27 - Dec. 22		Dec. 18, 19, 20, 21, 22	15	5
Dec. 25 - Jan. 19	Dec. 25 - Christmas Day Jan. 1 - New Year's Day	Dec. 26, 27, 28, 29	14	6
Jan. 22 - Feb. 16	Feb. 12 - Lincoln Day	*Jan. 26	18	2
Feb. 19 - March 16	Feb. 19 - Washington Day		19	1
March 19 - April 13		April 9, 10, 11, 12, 13	15	5
April 16 - May 11		May 4	19	1
May 14 - June 8	May 28 - Memorial Day		19	1
		TOTAL DAYS	175	25

1979 Summer Session June 18 to July 27 inclusive

Total Days in Summer Session - 29
First Semester: September 4 - January 25 - 89
Second Semester: January 29 - June 8 - 86
175

Opening of Year: Tuesday, Sept. 5, 1978
Closing of Year: Friday, June 8, 1979
Commencement: Saturday, June 9, 1979

All certificated personnel are to be on duty August 31, September 1, 1978 and January 26, 1979. These days may be used for opening faculty meeting, inservice training sessions and class preparations. All certificated personnel will attend commencement on Saturday, June 9, 1979. Division Chairpersons and Directors are to be on duy 4 days before the first faculty meeting in the fall semester and 5 days after college closes in the spring. New instructors will be on duty for Induction Days. August 29 and 30, 1978. Saturday classes will not meet November 18, 25, December 23, 30, January 27, April 14 or June 9.

Offices closed: All state school holidays and November 24, 1978. If a college day is canceled for any reason in the fall semester, Friday, January 26, 1978 will become a college day (examinations). In any case, there would be no class day off between semesters. If a college day is canceled due to any cause in the spring semester, Saturday, May 12, 1979, will become a college day and the schedule for the lost day would be followed.

APPENDIX D

EXTRA DUTY PAY

EXTRA DUTY PAY

A. Additional Salary Compensation

1. Agriculture and Natural Resources Instructors, Summer Duty. The per diem of .326% of the annual contract per day.
2. Assistant Football Coaches (2) - 5% of their annual contract.
3. Basketball Coach - 10% of total contract.
4. Head Football Coach - 10% of total contract.
5. Astronomy and Planetarium - $1,000 for four shows and $1,000 for supervision of field trips.
6. Drama Instructors and music instructors will be paid for four hours a day five (5) days a week when productions are rehearsed and staged during the summer. A maximum of eight (8) weeks will be paid regardless of the length of time the production may run.
7. Counselor-Coordinator - $1,250 in addition to annual contract pay.

B. Units of Released Time

1. Faculty Senate - Fully compensated released time taken from 20% of annual contract.

APPENDIX E

TEACHER UNITS

TEACHER UNITS

Teacher units will be awarded for each course offered by the college in accordance with the list now on file in the office of the Dean of Instructional and Student Services. Any changes in said list must be agreed to by the District and Association.

APPENDIX F

DELINEATED AREAS OF RESPONSIBILITY

IN THE POLICY MANUAL AND PROCEDURES

MANUAL

Series	(Column 1) Policy Number	Views Solicited From	Series	(Column 2) Policy Number	Views Solicited From
2000	2045	Faculty Senate		3510	Exclusive Rep.
	2200	Faculty Senate		3515	Exclusive Rep.
	2300	Faculty Senate		3520	Exclusive Rep.
	2320	Faculty Senate		3525	Exclusive Rep.
	2340	Faculty Senate		3530	Exclusive Rep.
	2360	Faculty Senate		3535	Exclusive Rep.
3000	3000	Exclusive Rep.		3540	Exclusive Rep.
	3005	Faculty Senate		3545	Exclusive Rep.
	3200	Exclusive Rep.		3550	Exclusive Rep.
	3300	Exclusive Rep.		3555	Exclusive Rep.
	3310	Exclusive Rep.		3560	Exclusive Rep.
	3330	Exclusive Rep.		3565	Exclusive Rep.
	3340	Exclusive Rep.		3570	Exclusive Rep.
	3410	Exclusive Rep.		3575	Exclusive Rep.
	3420	Exclusive Rep.		3580	Exclusive Rep.
	3430	Exclusive Rep.		3585	Exclusive Rep.
	3435	Faculty Senate		3590	Exclusive Rep.
	3440	Exclusive Rep.		3595	Exclusive Rep.
	3450	Exclusive Rep.		3700	Faculty Senate
	3460	Exclusive Rep.		3720	Faculty Senate
	3465	Exclusive Rep.		3740	Faculty Senate
	3470(a,b)	Exclusive Rep.		3750	Faculty Senate

Series	(Column 3) Policy Number	Views Solicited From	Series	(Column 4) Policy Number	Views Solicited From
3000	3760	Exclusive Rep.		4300	Exclusive Rep.
	3780	Exclusive Rep.		4450	Exclusive Rep.
	3800	Faculty Senate		4500	Exclusive Rep.
	3830	Faculty Senate		4510	Exclusive Rep.
	3840	Faculty Senate		4520	Exclusive Rep.
	3850	Exclusive Rep.		4610	Exclusive Rep.
	3855	Exclusive Rep.		4620	Exclusive Rep.
	3860	Exclusive Rep.		4630	Exclusive Rep.
	3865	Exclusive Rep.		4650	Exclusive Rep.
	3870	Exclusive Rep.		4660	Exclusive Rep.
	3875	Exclusive Rep.		4670	Exclusive Rep.
	3880	Exclusive Rep.		4680	Exclusive Rep.
4000	4040	Exclusive Rep.		4685	Exclusive Rep.
	4070	Exclusive Rep.		4690	Exclusive Rep.
	4100	Exclusive Rep.	5000	5005	Faculty Senate
	4200	Exclusive Rep.		5030	Faculty Senate
	4210	Exclusive Rep.		5040	Faculty Senate
	4220	Exclusive Rep.		5050	Faculty Senate
	4240	Exclusive Rep.		5100	Faculty Senate
	4250	Exclusive Rep.		5110	Faculty Senate
	4270	Exclusive Rep.		5130	Faculty Senate
	4280	Exclusive Rep.		5150	Faculty Senate

(Column 5)			(Column 6)		
Series	Policy Number	Views Solicited From	Series	Policy Number	Views Solicited From
5000	5160	Faculty Senate		6260	Faculty Senate
	5200	Faculty Senate		6300*	Faculty Senate
	5205	Faculty Senate		6320	Faculty Senate
	5220	Faculty Senate		6400	Faculty Senate
	5470	Faculty Senate		6520	Faculty Senate
	5517	Faculty Senate		6530	Faculty Senate
	5525	Faculty Senate		6540	Faculty Senate
	5535	Faculty Senate		6546	Faculty Senate
	5540	Faculty Senate		6550	Faculty Senate
	5550	Faculty Senate		6560*	Faculty Senate
	5560	Faculty Senate		6570*	Faculty Senate
	5570	Faculty Senate		6580	Faculty Senate
	5580	Faculty Senate		6620	Faculty Senate
	5590	Faculty Senate	7000	7300	Faculty Senate
6000	6001*	Faculty Senate	8000	8405	Exclusive Rep.
	6020	Exclusive Rep.	9000	9045	Exclusive Rep.
	6100	Faculty Senate		9050	Exclusive Rep.
	6150*	Faculty Senate		9080	Faculty Senate
	6160*	Faculty Senate		9100	Exclusive Rep.
	6200	Faculty Senate		9110	Exclusive Rep.
	6220	Faculty Senate		9120	Exclusive Rep.
	6240	Faculty Senate		9130	Exclusive Rep.

*Indicates that the exclusive representative of the employees has a right to "consult" on these policies.

APPENDIX G

ALLOWABLE PAYROLL DEDUCTIONS

ALLOWABLE PAYROLL DEDUCTIONS

MANDATORY DEDUCTIONS

Certificated Retirement
Classified Retirement
Federal Withholding Tax
O.A.S.D.H.I.
State Withholding Tax

VOLUNTARY DEDUCTIONS

A.C.C.A. Administrators Dues
Bay Sections Credit Union Loans and Shares
C.J.C.A. Family Accident Insurance
C.P.G.A. Counselors Dues
C.S.E.A. Cancer Insurance
C.S.E.A. Dues
C.T.A. Dues
F.A.C.C.C.C. Life Insurance and Dues
Improvement Student Aid
Life Insurance for California Federations of Teachers
Lina Life Insurance for Administrators
Occidental Life Insurance for Instructors
Pacific Educators Life Insurance
Salary Withheld (for summer pay)
S.J.D.C.C. Foundation
Stockton Teachers Credit Union Loans and Shares
Technical and Vocational Scholarship Fund
United Crusade
T.S.A.: American Bankers Life Insurance
American United Life Assurance
Bankers United Life Insurance
Beneficial Standard Life Insurance
California Occidental Life Insurance
Cal-Farm Insurance
Cal-West Life Insurance
Capitol Life Insurance
Congress Life Insurance
Equitable Life Assurance
Great American Life Insurance
Great West Life Assurance - Canada
Great Western Life Insurance
I.D.S.
Life Insurance Co. of California
Life Insurance Co. of North America

Metropolitan Life Insurance
Minnesota Mutual Insurance
Mutual Benefit Life Insurance
New York Life Insurance
Northwestern Mutual Life Insurance
Prudential Life Insurance
Safeco Life Insurance
Scudder Funds Distributors
Security Life and Accident Insurance
T.I.A.A.
Travelers Insurance
Union Mutual Life Insurance
United Benefit Life Insurance
United States Savings Bonds
Western National Life Insurance

APPENDIX H

LIST OF REQUIRED FORMS

LIST OF REQUIRED FORMS

Absence Reports (Certificated)

Bookstore Order Form

Census Report

Change of Grade Form

Contract

Course Approval Form

Course Information Sheet

Course Outline

Credit by Examination Form

Evening Application - Fall

Evening Application - Spring

Evening Application - Summer

Evening Assignment Sheet

Evening Payroll Sheet

Faculty Directory Information

Field Trip Request

Grades in Progress Form

Grade Report

IMC Request Forms

Instructor's Apprentice Report

Instructor's Test Score Sheet
(Apprenticeship)

Mileage Claim

Office Schedule Card

Petition for Grade Form

Reader Budget Request

Salary Reclassification Form

Speakers' Bureau

Substitution During Office Hours

10th Day Enrollment Report

Textbook Approval

Topic Approval Form

Travel Claim

Travel Request

Verification of Chest X-Ray

Vertification of Sick Leave Record

A copy of the actual forms will be provided to the Association, and no changes will be made in these forms unless agreed to by the Association.

APPENDIX I

TRAVEL AND MILEAGE POLICY

TRAVEL AND MILEAGE

Employee out-of-town travel requests should be presented to the immediate supervisor. The immediate supervisor transmits the request to the Office of the Dean of Supporting Services for approval. The initial request should be made early enough to allow time for processing in advance of the trip.

If a substitute will be needed, forms for permission to be absent should be completed at the same time, and should accompany the travel request, if possible.

Travel Claims

If the request is approved, a travel expense claim form will be available from the Transportation Clerk to the employee prior to the trip. These forms, signed by the employee, should be submitted in triplicate to the Transportation Clerk within one week after the return from the conference or meeting. The travel expense claim will be forwarded to the Dean of Supporting Services.

Out of District Travel

The following rules governing travel expense are for guidance in submitting advance requests for approval of district travel and for reimbursement for expenses thereby incurred. These

rules constitute an administrative regulation to guide submission of all claims for travel reimbursement.

An approved copy of the "district travel request" form shall be attached to all claims for travel reimbursement.

Claims for Travel Expense

Actual and necessary travel expenses shall be allowed and paid in accordance with the following rules:

1. Expense accounts while traveling at the expense of the district shall show the purpose of the trip.

2. All expense accounts shall be properly itemized, accompanied by the necessary vouchers and approved by the duly authorized officer.

3. Established charges by common carriers or terminal stations for the handling or transportation of necessary personal or official baggage will be allowed. No other personal expense shall be claimed.

Receipts or vouchers shall be submitted for every item of expenses except as follows:

1. Railroad fares and stage fares where the fares are available in published tariffs and travel is wholly within the State.

2. Meals.

3. Street car, ferry fares, bridge and road tolls.

4. Long distance telephone or telegraph charges unless in excess of $2.50.

5. Taxi or hotel bus fares, when necessary upon official business.

6. All legal expenditures of $1.00 or less.

Hotels

1. Claims for hotel accommodations shall not exceed $21.00 per day except in cases of travel outside the State where full reimbursement will be allowed.

2. Receipts for lodging, European Plan, or board and lodging, American Plan, shall be furnished and shall show the dates for which the charge is made. American Plan shall not exceed $34.50 per day.

3. If a conference or meeting is scheduled for a particular hotel, either inside or outside the State, full reimbursement will be allowed while registered at conference headquarters. If, due to causes beyond the control of the individual, it is necessary to obtain accommodations other than at the conference headquarters hotel, full reimbursement will be allowed. Substantiating statement must be attached to travel claim.

Meals

1. The maximum allowance for meals is $13.50 per day.

2. The amount expended for any particular meal is left to the discretion of the individual, but the total for all meals shall not exceed the applicable maximum allowance. It is not necessary to detail the cost of meals. Meals may be averaged out on a daily basis or they may be averaged for the entire period a person is away. If separate meals are charged, a maximum of $3.00 for breakfast, $3.75 for lunch, and $6.75 for dinner is fixed unless the individual is attending a conference and the meal is considered part of the program. In such case, full reimbursement will be allowed.

3. Expense accounts shall show time of departure from and return to college. Should the time of departure be after 7 a. m., or the time of return be prior to 7 a. m., no allowance for breakfast may be claimed. Should the time of departure be after 12 noon or the time of return prior to 12 noon, no allowance for lunch may be claimed. Should the time of departure be after 7 p. m., or the time of return be prior to 7 p. m., no allowance for dinner may be claimed.

4. The fixing of maximum allowances does not authorize the filing of claims for sums in excess of expenditures. Only "actual and necessary traveling expenses" will be allowed.

Railroad Transportation

1. No more than actual fare on any transportation service, in accordance with the latest tariffs at the time the trip was made, shall be allowed. Special rates and round-trip rates shall be used whenever possible.

2. One berth for each person or "roomette" accomodations will be allowed.

3. Unusual delay or a deviation from the shortest, usually traveled route, shall be explained. If due to causes beyond the control of the individual, the additional expense may be allowed.

Airplane Travel

Claims for airplane travel shall be allowed when in conformity with the latest regular published airplane tariffs. When more than one class of air travel is available, the district will pay tourist class only. "No Show" charges may be claimed if justified.

Privately Owned Automobiles

1. Mileage for privately owned automobiles may be allowed when district owned cars are not available. Rate of reimbursement, on any one trip, is 14¢ per mile for the first 200 miles, and 12¢ per mile thereafter.

2. An employee may use his own car where a saving of expense can be shown in comparison to the use of a common carrier, or when it may be necessary to make additional stops on official business enroute. Reimbursement rate, on any one trip, is 14¢ per mile for the first 200 miles, and 12¢ per mile thereafter.

3. An employee may choose to use his own car even though a district vehicle is available. In such case, reimbursement will be limited, on any one trip, to 7¢ per mile for the first 200 miles, and 6¢ per mile thereafter.

4. Ferry, bridge, or toll charges may be claimed in addition to mileage allowances.

District Owned Automobiles

In cases where authorized travel is by district owned automobile actual and necessary travel expense shall not include mileage expense. District vehicles should be requested as early as possible after approved Travel Request is received. Vehicles are to always be picked up at and returned to the vehicle parking area. The Transportation Clerk is to be notified of all cancellations as soon as possible due to the heavy demand for vehicle use.

Incidental Traveling Expenses

A maximum allowance of $1.25 may be claimed, without itemization for incidental traveling expenses during each 24 hours for major

fraction thereof, starting at the time of departure from and ending with return to college. A major fraction of 24 hours is defined as 12 or more hours.

In District Mileage

The following rules apply to requests for reimbursement for travel within the district when no district vehicle is provided:

1. Travel allowances shall be paid any employee assigned to more than one area in the district or whose assignment requires the use of his car to visit various locations within the district. He shall be paid for the use of his own automobile at the mileage rate approved for the district (14¢ per mile). Distance allowed will be those between areas or other locations to which he is assigned. This shall not include distances between home and assignment but between assignment and school.

2. Payment shall be for travel by the shortest possible route.

3. All employees may be reimbursed for official travel within the district during the working day in connection with their assignments when authorized by the responsible administrator; or, in the case of an administrator, whenever he feels that the travel is essential in order to fulfill his responsibility.

4. Claims for reimbursement shall be filed in triplicate with the Transportation Clerk immediately upon return.

5. When an employee is given the same assignment for a second or succeeding years, or when an employee is assigned to an established position where the cost of travel is known from previous experience, or where an employee's assignment

involves regular daily travel, the cost of which is known or can easily be determined, a flat rate or reimbursement may be requested and such rate, based on actual experience will be set by conference with the Vice-President, Management Services.

TRAVEL BY MEMBERS OF THE BOARD OF TRUSTEES

In view of the fact that members of the Board of Trustees do not receive any compensation for their services as such, they shall be reimbursed in full for travel on the basis of the actual and necessary expenses incurred by them. Each member of the Board shall submit a Travel Expense Claim form in triplicate to the Vice-President, Management Services for his approval, accompanied by receipts or vouchers for every item of expenses except as follows:

1. Railroad fares and stage fares where the fares are available in published tariffs and travel is wholly within the State.

2. Meals.

3. Street car, ferry fares, bridge and road tolls.

4. Long distance telephone or telegraph charges unless in excess of $2.50.

5. Taxi or hotel bus fares, when necessary upon official business.

6. All legal expenditures of $1.00 or less.

UNIVERSITY OF CALIF.
LOS ANGELES

JAN 1 3 1978

CLEARINGHOUSE FOR
JUNIOR COLLEGES